

## 6 FAM 160

# TRANSPORTING EFFECTS

*(TL:GS-91; 10-07-2002)*

## 6 FAM 161 POLICY AND AUTHORITY

### 6 FAM 161.1 Applicability

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

These policies and procedures apply to Foreign Service and Civil Service employees of the participating agencies.

### 6 FAM 161.2 Use of U.S.-Flag Vessels

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. In accordance with the Merchant Marine Act of 1936 (49 Stat. 2015; 46 U.S.C. 1241 (a)), any officer or employee of the United States traveling on official business abroad or to or from any of the possessions of the United States shall travel and transport his or her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the employee's mission requires the use of a ship under a foreign-flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefor.

b. Section 901 of the Merchant Marine Act of 1936 (see 6 FAM 163) provides that travel and transportation of effects shall be on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag. It also vests in the Comptroller General special enforcement responsibilities.

c. **USAID only:** Although Executive Order 10784 exempts USAID from the requirements of section 901 of the Merchant Marine Act of 1936, which requires U.S. Government employees to use ships of U.S. registry when such ships are available, USAID's policy is that U.S.-flag vessels are to be used for transporting effects unless such ships are not available or their use is not feasible (see 6 FAM 166.3).

## 6 FAM 161.3 Privately Owned Vehicles (POVs)

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. It is the Department's policy that a travel authorization which includes authority for the transportation of effects constitutes authority for the transportation (i.e., water, rail, air, or driven), of one motor vehicle owned by the employee or by a member of the employee's family when such transportation has been determined to be necessary or expedient, unless prohibited by regulation or administrative action. Not more than one motor vehicle may be transported to a post of assignment, except as provided by 6 FAM 165.3, 6 FAM 165.4, and 6 FAM 165.5.

b. It is hereby determined that transportation of a privately owned vehicle (POV) by water, rail, or air is necessary or expedient when:

(1) Neither the authorized nor the actual points of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both. Employees posted to the following Mexican posts may be authorized to have their POVs shipped at U.S. Government expense (interior posts only):

- (a) Mexico City;
- (b) Merida;
- (c) Hermosillo;
- (d) Guadalajara; and
- (e) Monterrey;

(2) An employee is absent from post under orders (including combined home leave and transfer orders) and is therefore unable to drive the vehicle from the old post to the new post;

(3) In cases other than those specified above in this section, an authorizing officer may determine that transportation of a privately owned vehicle is necessary or expedient. Such cases frequently occur when danger or undue hardship would be involved if the employee or a member of the family drove the vehicle between the authorized points of origin and destination. A copy of this determination should be furnished by the traveler for submission with the travel voucher.

## **6 FAM 161.4 Household Effects (HHE)**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Household effects shipments may include furniture, and household and personal items for the use of an employee and authorized eligible family members. Consumable items may be included in household effects shipment or shipped under the separate consumables allowance, if employee is assigned to a consumables post and wishes to save the HHE allowance for more household articles (see 6 FAM 163.3). Boats, aircraft, animals, birds, pets, plants, construction materials, and any items in commercial quantities are not considered household effects and may not be shipped at U.S. Government expense. Snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts, may be shipped as household effects.

## **6 FAM 161.5 Limitations**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

The Chief, Travel and Transportation Management Division (A/LM/OPS/TTM), is authorized to deny use of U.S. Government services and facilities in circumstances involving unusual boxing, crating, shipping, storage, and handling costs associated with personal property, requested by the employee; or in cases when an item cannot be shipped in any normal way, such as when it does not fit in standard containers. This provision includes, but is not limited to, requests to ship items of unusual size, or with special characteristics or qualities, or which are perishable, fragile, or contain hazardous material as established by international agreement; requests for more than two supplemental shipments; or multiple requests for pick-ups of HHE from locations other than the residence. The Chief, Travel and Transportation Management Division (A/LM/OPS/TTM) for State, Personnel Officer, USFCS/OIO/OFSP for Commerce, or Chief, FA/AS/TT for USAID, will determine the extent to which these services can be denied. In such cases, employees retain the right to normal legal and administrative appeals.

## **6 FAM 161.5-1 Weight Allowance for Shipment and Storage**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,165 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status.

b. A limited shipment allowance is set at 3,265 kilograms or 7,200 pounds, net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. (For further information, see 6 FAM 163.)

c. Storage is covered under 6 FAM 170.

## **6 FAM 161.5-2 Personally Owned Firearms and Ammunition**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. It is the responsibility of each employee to consult with the post report and/or the post administrative officer to determine the restrictions and limitations, if any, that are placed upon the shipment of personally owned firearms or ammunition into the country of assignment. The post report will include the prescribed procedures that must be complied with under host country regulations when firearms and ammunition may be imported (see 2 FAM 170). When post reports are not available, the employee, before initiating shipment of firearms or ammunition, must secure in writing authorization and approval from the chief of the diplomatic mission, or designated representative.

b. The Department of State will not ship ammunition as part of an employee's effects. Ammunition, a hazardous cargo, requires special handling and labeling. The employee should directly ship ammunition separately and consign it to an import handler.

c. When an employee transfers directly without a Washington, DC, assignment from one post to another post where fewer, or no, firearms are authorized, the employee must send the excess, or all, firearms back to the United States in accordance with regulations governing the importation of firearms and ammunition. See 6 FAM 168.5 for more information on shipping firearms and ammunition.

## 6 FAM 161.6 Authority

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Section 901 of the Foreign Service Act 1980, as amended, authorizes the Secretary to pay the transportation expenses of members of the Service and their families, including costs or expenses incurred for:

(1) Transporting the furniture and household and personal effects of a member of the Service to successive posts of duty;

(2) Packing and unpacking, transporting to and from a place of storage, and storing the furniture and household effects of a member of the Service; and

(3) Transporting for or on behalf of a member of the Service a privately owned motor vehicle (POV) in any case which the Secretary determines it is necessary.

b. The authorization for the shipment of a privately- owned motor vehicle is based upon section 901(13) of the Foreign Service Act of 1980 and on a GAO decision that an employee's effectiveness at a post of duty abroad is enhanced thereby.

c. Foreign Service Act of 1980, Section 207.

d. Use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees:

(1) Merchant Marine Act of 1936 Section 901(a);

(2) 46 U.S.C. 1241; and

(3) 41 CFR 101-41.309-1 Factual Support of Charges—International Shipments.

e. 19 CFR 12.80.

f. 49 U.S.C. 1159b.

g. Merchant Marine Act of 1936 (49 Stat. 2015; 46 U.S.C. 1241 (a)).

h. Military Personnel and Civilian Employee's Claims Act of 1964.

i. Gun Control act of 1968.

j. Executive Order 11432, effective October 22, 1968, transferred the importation provisions of section 414(B) of the Mutual Security Act of 1954, as amended (22 U.S.C. 1934), from the Secretary of State to the Secretary of Treasury. The Internal Revenue Service issued comprehensive regulations effective December 16, 1968, setting forth the rules governing the shipment of firearms and ammunition. The regulation governing the shipment of firearms and ammunition, entitled "Part 178-Commerce in Firearms and Ammunition" (22 CFR 178).

k. Federal Travel Regulations.

## **6 FAM 162 AUTHORIZED EXPENSES**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Authorized expenses in connection with shipment of effects include the following (see also 6 FAM 168):

(1) Packing, crating, unpacking, and necessary incidental cartage, including construction or purchase of necessary wooden containers;

(2) Hire of lift vans (but not transportation of, or import or export duties on, empty lift vans);

(3) Transportation of empty lift vans or shipping containers to or from the facilities of the owner or owner's agent, when such lift vans or containers are furnished without charge by steamship lines, railroads, airlines, military installations, etc., for the movement of effects;

(4) Freight by any type of carrier, including air if specifically authorized or more economical or advantageous to the U.S. Government;

(5) Transshipment and handling charges, tonnage fees, cartage and storage en route, unavoidable demurrage charges (compensation paid for detention of freight or other cargo during loading and unloading beyond the scheduled time of departure), and all similar expenses incidental to direct shipment, but not import or export duties;

(6) Services of customs brokers when the foreign establishment or U.S. Despatch Agency cannot make the customs entry;

(7) Cartage at destination from the shipping terminal to the residence or place of unpacking and thence to the residence; or, when the effects are stored at U.S. Government expense, from the shipping terminal to the place of storage and thence to the residence;

(8) General average contributions in connection with losses at sea (see 6 FAM 162 Exhibit 162); and

(9) Other miscellaneous expenses, not enumerated here, may be allowed when necessarily incurred in connection with the shipment of effects.

## **6 FAM 162.1 Unpacking and Hauling Services**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Receiving posts pay for local costs incurred for receiving, handling, and unpacking pack-and-crate shipments. Through bill-of-lading shipments specify that all arrangements and payments with respect to customs documentation, packing, unpacking, local drayage (transport), and other related services will be handled by the carrier. Therefore, posts should merely inspect such shipments closely to determine that the carrier provided the services agreed upon. Posts should exercise particular care to make certain that when receiving through bill-of-lading shipments they make no payments for services rendered in connection with these shipments.

## **6 FAM 162.2 Shipment Terminating Abroad**

### **6 FAM 162.2-1 Shipment Arrangement and Payment**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Normally, the post will arrange for the unpacking and hauling of effects for delivery to the employee's residence, and will arrange for the payment of costs by the fiscal office for the post.

### **6 FAM 162.2-2 Reweighing Inbound Shipments**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. If the post has reason to believe that the stated weight of an inbound shipment of household effects or unaccompanied air baggage is too high, a contractor should re-weigh the shipment upon its arrival at the post. In such cases, re-weighing provides an excellent opportunity to protect the Department or Agency from paying overcharges for packing and transportation services based on net and gross weights which prove to be incorrect. When the shipment exceeds the employee's allowance, correct re-weighing

procedures are especially beneficial to the employees, otherwise they would personally be required to pay excess charges.

b. At the time of receipt, each lift van should be weighed separately on the most accurate scale available to establish its gross weight. Following delivery and unpacking of the household effects, the lift van and any blocking and bracing material should be reweighed on the same scale to obtain the tare (empty) weight of the lift van. The gross weight less the tare weight will establish the actual net weight of the household effects as defined in 6 FAM 111.3. Cartons and wrapping or padding material should not be included as part of the tare weight of the lift van. As stated in 6 FAM 111.3, the weight of these items is part of the net weight of the household effects shipment. A weight ticket should be stamped by the weighing machine or completed by the contractor showing the gross, tare, and net weights.

c. When inbound household effects or unaccompanied air baggage (UAB) shipments are re-weighed and the ticketed vice actual gross or net weight is found to be significantly higher, the shipping post must be notified of all details (including the re-weighing tickets) in order to undertake corrective measures with the contractor or carrier. If the shipment originated in the United States, the receiving post should notify the particular department or agency transportation office.

d. When a UAB shipment in excess of the employee's allowance arrives at post, the contractor should reweigh it at the air carrier's terminal at time of pick-up. The air carrier's scale will probably be the most accurate and accessible for reweighing the baggage shipment. If the weight of the UAB shipment differs from the weight shown on the air waybill, the delivering airline should note the correct weight before the receiving post takes possession of the baggage. The receiving post can then notify the origin transportation office regarding the discrepancy for follow up.

## **6 FAM 162.3 Employee Responsibilities for Excess Transportation Costs**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Employees are responsible for any transportation, demurrage, storage, customs cartage, or other costs incurred by them or their agents which are not authorized by laws and regulations governing the shipment of effects or unaccompanied air baggage (UAB) at U.S. Government expense.

b. HHE may be shipped at U.S. Government expense to and from points listed on the employee's travel authorization, from authorized points of storage to onward post, and from post to authorized point of storage.



Any other shipments to alternate destinations, or from alternate origins, will be made on a cost-constructive basis, with the employee paying any excess costs. When possible, the transportation office should advise the employee of excess transportation charges before effects are shipped. The employee should pay any such excess transportation charges to the transportation office at this time.

c. UAB may be shipped cost constructively between points other than those authorized (i.e., if its routing does not match the employee's actual travel itinerary), based on actual weight shipped, but not in excess of actual costs which would have been incurred had the shipment been made between authorized points of origin and destination.

d. When a single shipment is made and an employee exceeds employee's shipping allowance, the charges to be borne by the employee will be computed on the basis of the ratio of the excess weight to the total net weight.

e. When more than one shipment is made and an employee exceeds the shipping allowance, the charges to be borne by the employee will be computed on the basis of the ratio of the excess net weight to the total net weight of the specific shipment that has been determined excess. Any subsequent shipment(s) will be excess in entirety.

f. The net weight of any effects which become a total loss in transit due to military action, theft, fire, shipwreck, or other causes is not charged against the employee's weight allowance. Subsequent shipment may be made, equal to the weight of the lost or totally damaged effects, without excess transportation costs being charged to the employee.

g. **State only:** The cost of shipping household effects for storage to an authorized storage point (6 FAM 174) may not be used as the basis for a constructive cost shipment of the effects to an alternate destination. In certain circumstances, exceptions to this regulation may be granted in accordance with 6 FAM 118.

## **6 FAM 162.3-1 Employee Actions**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Employees should know their shipment limitations and the net weights involved. As a guide for estimating weight in future shipments, they should maintain personal records of each shipment's weight. Whenever possible, the employee should obtain a written estimate of the net weight of effects from the packing company.

b. Employees or their agents should furnish shipping and storage maximum weights and written instructions concerning articles to the packer or carrier. Packers should not fail to contact the employee for disposition instructions in the event effects exceed the weights specified. Employees should obtain written acknowledgment of their instructions. Failure to put instructions in writing will seriously jeopardize an employee's case if an excess shipment occurs and documentary evidence of instructions must be presented.

## **6 FAM 162.3-2 Estimating Weights**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The 6 FAM 162 Exhibit 162.3-2 is a guide to assist employees in estimating the net weight of their effects prior to packing. This exhibit lists the household effects which generally comprise the majority of articles used to furnish a residence. An estimated net weight for fragile articles, which normally requires preliminary packing before removal from the residence, includes packing and crating materials (6 FAM 111.3).

b. Furniture is variable in size and weight. Employees should exercise care in utilizing the list in 6 FAM 162 Exhibit 162.3-2 to estimate the net weight of their effects. The figures furnished represent average weights and serve as a guide. Regardless of the estimated net weight arrived at by the use of this list, the actual net weight of the effects shipped or stored will be charged against an employee's authorized weight allowance.

c. The average cubic feet per piece is furnished as an indication of the size of the article for which the weight is shown. As a general rule, 112 kilograms per cubic meter or seven pounds per cubic foot may be used to estimate the net weight of the articles not listed. The net weight of effects shipped or stored is determined by weighing the effects on scales at the point of origin or destination, if possible. When the effects cannot be weighed before or after shipment, the net weight is determined on the basis of two thirds of the gross weight of the shipment (including gross packing and shipping materials). If the shipment cannot be weighed, net weight is determined on the basis of 96 kilograms per cubic meter or six pounds per cubic foot measurement of the outside dimensions of the effects packed for export. When shipment is made by household goods motor van; and scales are not available at point of origin, at any point en route, or at destination, a constructive weight based on 112 kilograms per cubic meter or seven pounds per cubic foot of properly loaded van space may be used.

## **6 FAM 162.3-3 Overweight and Cost-Constructive HHE/UAB Shipments from Post**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. All shipments are made by authorized weight allowance for each employee, whether for HHE or UAB. If a shipment is known to be in excess of the allowance, it is not to be forwarded by the originating post until the employee is notified of the excess weight, is informed of the difference to be paid for the cost of shipping, and is told which options may be exercised.

b. There are two options, listed below. The shipment should be forwarded to the authorized destination, once the employee has exercised either option concerning the excess and has made payment to the post cashier:

(1) The employee must pay the post cashier for the cost of shipping the excess weight; or

(2) The employee may elect to identify items by inventory number and description for removal and/or placement into HHE or storage shipment. At the employee's expense, shipment can be made to the authorized storage point, unless the employee is being transferred to Washington, DC, where storage would not be authorized.

c. Any costs incurred above the amount left with the post cashier will be applied towards the employee's payment. This would be the case for shipments which are initiated by other than the originating post. The employee is responsible for all costs resulting from excess weight and/or any HHE or UAB shipped on a cost-constructive basis, in accordance with 6 FAM 162.3 from locations other than those authorized in the travel authorization.

d. Posts should inform and caution transferring employees that when authorized weight allowances are exceeded, the employee will be responsible for all resulting costs if HHE or UAB shipments are made from other than the post of origin. This applies to excess weight and/or HHE or UAB shipped, in accordance with 6 FAM 162.3 on a cost-constructive basis, from locations other than those specified in the travel authorization.

e. Excess weight cannot be placed into another employee's HHE or UAB shipment to avoid overweight charges.

## **6 FAM 162.3-4 Loss of or Damage to Effects**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. In instances where the HHE, POV, or UAB of an employee may be lost or damaged in shipment, the post will advise and assist the employee in making proper written notification of the employee's intent to file a claim for the loss, damage, or non-receipt of the effects. A notice of intent must be submitted to the claims office within 75 days of receipt, or nonreceipt of the effects. In addition, the post will assist the employee in obtaining the necessary documentation, such as bills-of-lading and receiving reports, to accompany the employee's claim. The post's claims assistance officer will provide necessary guidance in accordance with 6 FAM 300 (USAID ID Handbook 20, Chapter 2, Appendix A and USAID Handbook 23, Chapter 10, Appendix A; for Commerce see DAO 203-17).

b. When loss or damage is clearly attributable to faulty or improper packing, the post which initiated the shipment should be notified promptly and be given specific information about errors or inadequacies.

c. Although employees may obtain some financial relief through the general average provision (see 6 FAM 162 Exhibit 162), recovery from carriers, and the Military Personnel and Civilian Employee's Claims Act of 1964, as amended, it is advisable for them to obtain personal insurance prior to shipment in an amount sufficient to provide maximum recovery for lost or damaged personal property.

## **6 FAM 163 WEIGHT ALLOWANCE FOR SHIPMENT AND STORAGE**

*(TL:GS-86; 08-30-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,156 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status.

b. The limited shipment allowance is set at 3,265 kilograms or 7,200 pounds net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. An employee assigned to another limited shipment post may ship up to 7,200 pounds from the old post to the new post or to storage.

c. The limited shipment allowance for a chief of mission is set at 5443 kilograms or 12,000 pounds, net weight. However, this limited shipment of household effects will be reduced to 4989 kilograms or 11,000 pounds net when an additional 454 kilograms or 1,000 pounds of unaccompanied air freight is authorized upon commencement of the assignment only (see 6 FAM 148.2).

d. These weight allowances are not reduced when an employee ships excess luggage, unaccompanied air baggage, and/or a motor vehicle pursuant to 6 FAM 148 and 6 FAM 165. However, the weight of automotive replacement spare parts, tires, tubes, and accessories is chargeable against the total weight allowance (see 6 FAM 162.3-4 regarding loss of effects).

e. If an employee's household effects weight allowance is reduced through revision of the new weight allowances while the employee is abroad under a limited shipment authorization, the employee's next authorization for shipment of effects will provide for shipment of the difference between the previously authorized and present weight allowance to the authorized storage point as designated in 6 FAM 172. When a U.S. assignment immediately follows an assignment to a limited shipment post, the weight of effects that were authorized to be shipped to that post may be returned to the United States.

f. If the employee wishes to ship the former higher weight allowance to the next post, prompt application should be made to the appropriate agency's Committee on Exceptions. Such requests will be reviewed on an expeditious basis.

## **6 FAM 163.1 Change in Family Status**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

When a change in family status occurs which would authorize the shipment of household effects, the effects may be shipped either from employee's former post or the United States to employee's current post of assignment.

## **6 FAM 163.2 Unused Authorization of Unaccompanied Baggage**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

The weight allowances in 6 FAM 163 are increased automatically by the amount of any unused weight authorization for unaccompanied baggage (see 6 FAM 148.2).

## **6 FAM 163.3 Shipping Consumables**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. When the Department (A/OPR/ALS) designates a post as one at which conditions make it difficult to obtain locally the consumables required by employees and their eligible family members, an authorizing officer shall authorize a separate weight allowance for the shipment of consumables, in addition to the HHE weight allowance (see 6 FAM 161.5-2).

b. The weight allowance for shipment of consumables has been established at 1,134 kilograms or 2,500 net pounds for a two-year tour and 1,701 kilograms or 3,750 net pounds for a three-year tour for each employee, regardless of family status.

c. The employee will have one of the following consumable weight allowances on the initial orders and time limitations:

(1) Weight allowance for a two-year tour will be 1,134 kilograms or 2,500 net pounds and there will be a one-year time limitation from the date of arrival at post within which to initiate shipment against this weight allowance;

(2) Weight allowance for a three-year tour will be 1,701 kilograms or 3,750 net pounds with a two-year time limitation from the date of arrival at post within which to initiate shipment against this allowance; or

(3) The above one- and two-year time limitations may be extended with full justification. Request for extension and amendment to the assignment orders must be approved by the appropriate authorizing official in advance of any shipment.

d. Perishable or frozen foods may not be contained in a consumables shipment.

e. An additional weight allowance shall be provided under the following conditions:

(1) With each six-month extension an employee will be authorized an additional shipment of 284 kilograms or 625 net pounds. Shipment is to be initiated within 30 days of the beginning of the extension (the request for an extension will also serve as the request that the original travel orders be amended to increase original weight allowance);

(2) With a one-year extension each employee will be authorized an additional 568 kilograms or 1,250 net pounds. Shipment is to be initiated within 60 days of the beginning of the extension; and

(3) A second two- or three-year tour at post will entitle the employees to a full second consumables weight allowance. Shipment is to be initiated within one or two years respectively, of the beginning of the new tour of duty.

## **6 FAM 163.3-1 Criteria for Consumables**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The intent of the consumables weight allowance is to recognize the extreme conditions at specific posts and to provide employees with adequate consumables.

b. In order for a post to be designated as a "consumables post," a post must have limited availability of consumables with items being extremely difficult to obtain locally; cannot be obtained from the closest source of supply such as a neighboring country; locally available goods are of sub-standard quality; host government importation policies severely restrict or prohibit import of consumables; or there is no means of establishing group orders or the size of the mission is too small to support a commissary or group order; e.g., goods cannot be shipped in sufficient quantity to meet minimum shipping requirements.

c. While cost is not a criterion because it is covered by cost-of-living allowances, Department (A/OPR/ALS) review and decision will be based on the most recent Retail Price Schedule (Form DSP-23Y), which posts submit to A/OPR/ALS, as well as post justification for a consumables weight allowance. Submissions must indicate consultation with all agencies at post.

## **6 FAM 163.3-2 Justification**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. All consumables weight allowance posts are required to submit a new justification every two years. Justification renewals are to be forwarded to the Department, A/OPR/ALS, not later than September 30 of the reporting year.

b. A post may submit a new justification for review at any time that conditions at the post change.

c. An employee assigned to a consumables post is not affected if the post is deleted from the list of designated posts (see 6 FAM 163 Exhibit 163.3). When a post is added to that list, all employees with more than one year remaining in the tour of duty will qualify for a consumables weight allowance.

## **6 FAM 163.4 Under a Separate Maintenance Authorization (SMA)**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. Transportation of HHE is authorized when family members are eligible to receive a Separate Maintenance Authorization (SMA) grant under the Standardized Regulations (SR), Section 260, subject to the rules below.

b. U.S. origin point HHE: Upon the approval of an employee's initial election of SMA when transferring from the United States to a foreign post of assignment, HHE may only be shipped if the authorized SMA location is different from the employee's point of origin (see 6 FAM 126.1-2). Shipping weight to the SMA point combined with the weight of employee's shipment to a new assignment and the amount in storage may not exceed the combined, authorized shipping and storage allowance(s) permitted in the employee's travel authorization.

c. HHE transfers between foreign locations. Upon approval of the initial election of SMA when an employee is transferring between foreign posts, HHE may be shipped from the losing post to the authorized SMA location in the United States. If the initial election is for the family members to travel to the new post from an authorized SMA location, HHE may be shipped from the location in the United States to the gaining post. The total shipping weights must not exceed the employee's authorized weight allow-



ance. When an alternate SMA location is selected in a foreign location for family member(s) the employee is responsible for paying any excess transportation of HHE charges on a cost-constructive basis from the authorized SMA point. When the SMA grant of the family member(s) terminates in a foreign country due to an employee's subsequent foreign assignment, the employee will be responsible for paying any additional costs to the onward location.

d. HHE during tour of duty at post:

(1) When SMA is approved during a tour of duty at a foreign post, HHE may be shipped from post to the authorized SMA location. Weight of effects shipped to the SMA location and at the end of the tour may not exceed the employee's shipment allowance for that post of assignment; and

(2) When the SMA grant terminates during a tour of duty at a foreign post, HHE may be shipped from the authorized SMA location in the United States to post up to the employee's remaining shipment allowance.

e. If the employee elects SMA at the time of transfer to a limited shipment (furnished quarters) post from a full shipment (unfurnished quarters) post, shipment of HHE to the authorized SMA point is not restricted to the limited shipment allowance. All shipments combined, including any amounts in continuing storage, must not exceed the limits established in 6 FAM 161.5-1. Employees' liabilities are established in 6 FAM 162.3.

## **6 FAM 164 PROCESSING SHIPMENTS OF HOUSEHOLD AND PERSONAL EFFECTS**

### **6 FAM 164.1 Through Shipments**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Whenever money can be saved by doing so, ship effects on a through bill of lading rather than to an intermediate point for transshipment.

## **6 FAM 164.2 Surface Shipments between Posts**

### **6 FAM 164.2-1 Obtaining Information**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

When preparing a surface shipment between posts, the losing post, before initiating shipment, should get specific instructions from the gaining post regarding the following factors:

- (1) Limitations of size and weight of shipping containers;
- (2) Port of discharge (if destination post is not a port of call);
- (3) Marking instruction to be placed on containers;
- (4) Suggested routing;
- (5) Consignee to be designated on ocean bill of lading; and
- (6) Import restrictions, if any, on certain commodities; e.g., alcoholic beverages, firearms, automobiles.

### **6 FAM 164.2-2 Arranging for Shipment**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

When arranging for packing effects, the post should make every effort to protect the employee and the U.S. Government from excess charges by taking the following actions:

- (1) Obtain economical and efficient packing services;
- (2) Assist the employee in obtaining an accurate estimate of the net weight of employee's effects;
- (3) Ascertain that the effects are properly packed in suitable containers of the minimum size, weight, and cubic measurements necessary to ensure their safe arrival at destination; and
- (4) Determine that the shipment is correctly marked, routed, and forwarded without delay.

## **6 FAM 164.2-3 Telegraphic Notification of Shipment En Route**

*(TL:GS-85; 06-26-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. When an employee's effects and/or POV are consigned to a U.S. Despatch Agent or to a post, the officer arranging the shipment must immediately prepare a "Telegraphic Notification of Shipment En Route" (6 FAM 164 Exhibit 164.2-3). A copy of the telegraphic notification should be sent to the gaining post with the following:

- (1) The original bill of lading;
- (2) Packing list;
- (3) Any keys needed for customs inspection;
- (4) Consular invoices when required by foreign authorities; and
- (5) Any other documents necessary for clearance and forwarding of the shipment.

b. When effects are consigned to a U.S. Despatch Agent for onward shipment to another post, or they transit ELSO, a copy of the "Telegraphic Notification of Shipment En Route" should be sent by the losing post to the receiving post with an information copy to ELSO or the U.S. Despatch Agency and to the employee's agency transportation office.

c. For shipment forwarding, the "Telegraphic Notification of Shipment En Route" should be included with the packing list and bill of lading for forwarding to the destination post. Receipt of these documents will provide advance notice so that the employee and the post can anticipate the arrival of the shipment and be prepared to handle it without delay.

## **6 FAM 164.3 Arranging for Export Packing and Transportation Services**

### **6 FAM 164.3-1 Shipment Originating Abroad**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The appropriate administrative personnel of each establishment are responsible for the packing, crating, and shipment of personal and household effects, and for their transportation to storage or to other destinations from posts abroad. When sufficient U.S. Government personnel are not available to perform these services, the services may be obtained by:

- (1) The use of small purchase and other simplified purchase procedures under the authority of Federal Acquisition Regulation (FAR) Part 13;
- (2) Sealed bidding under the authority of FAR Part 14; or
- (3) By negotiation under the authority of FAR Part 15.

b. Posts should establish reasonable service standards for the proper protection of effects to ensure high quality service. Excellent guides for the packing and protection of various articles used in the household are detailed in the Defense Supply Agency's publication "Military Standard Preparation of Household Goods for Shipment and Storage and Related Services" (MIL-STD-212, as amended). This publication has been sent to all posts and should be available for guidance. Except for the substitution of materials not available locally, the packing methods outlined in the publication should be used by the posts in developing their packing specifications.

### **6 FAM 164.3-2 Establishing Requirements**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The arrangements made for packing and shipping household effects would be influenced by the size of the post, the type of quarters provided, and the presence of other foreign affairs agencies' programs, which increase the number of persons the post assumes responsibility for servicing.

b. Posts should estimate their packing, crating, and shipping requirements based upon anticipated normal transfer of personnel that will

occur during a 12-month period. If the estimated volume of services is expected to exceed \$25,000 each year, give consideration to the establishment of an indefinite delivery contract in accordance with FAR 16.503 or 16.504. If the estimated volume of services is expected to be \$25,000 or less each year, it may be more appropriate to obtain the services (case-by-case) in accordance with one of the small purchase or other simplified purchase procedures set forth in FAR Part 13.

### **6 FAM 164.3-3 Competitive Solicitations for Packing, Crating, and Shipping Services**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. **Solicitation for services:** Competitive solicitations shall be used to the maximum extent practicable consistent with the requirements of FAR 13.106(b) for small purchases, and FAR Subpart 6.1 for procurements estimated to exceed \$25,000. Once a post establishes its requirements, it must develop specifications that promote full and open competition, and must prepare a solicitation document that sets forth the responsibilities of the bidders or offerers as well as the resultant contractor. FAR Subparts 13.107, 14.201, and 15.406 provide guidance for the preparation of solicitations.

b. **Ownership of containers:** In the pack-and-crate method, the shipping container and the packing materials furnished by the contractor become the property of the U.S. Government. The destination post takes title and control over the shipping containers, cartons, and packing materials after the shipment is delivered and unpacked. All posts should try to salvage incoming containers received in good condition. The vans originating from Washington, DC, are well-made and designed with removable doors to facilitate their reuse, allowing posts to obtain an appropriate reduction in packing charges by furnishing vans to their contractors. Shipping containers and packing materials used for shipment of effects by the through bill-of-lading method will remain the property of the carrier or its agent.

### **6 FAM 164.3-4 Determining Cost of Shipping Household Effects by Pack-and-Crate Method**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Pack-and-crate method means that the U.S. Government arranges for the export packing, local transportation, ocean shipment, and other services necessary to deliver effects to the employee's residence at destination.

b. Comparison of a quoted rate and the actual total cost for pack-and-crate shipments to a point will determine which is most advantageous to the U.S. Government. A post must know how to compute the costs of various segments of a movement to determine charges. Posts must consider the following separate service charges when using the pack-and-crate method:

- (1) Packing and preparing effects for shipment;
- (2) Inland freight to loading port;
- (3) Pier handling charges;
- (4) Ocean transportation charges to destination port;
- (5) Charges from discharge post to inland destination; and
- (6) Delivery and unpacking at residence.

c. To properly evaluate costs, the receiving post should obtain current destination charges at Washington, DC, or other posts to which through bill-of-lading rates are being considered.

d. The 6 FAM 164 Exhibit 164.3 illustrates the method a post should employ in computing its pack-and-crate costs. The basic information on packing factors and tare ratios should be developed from the post's own records, using the exhibit as a step-by-step instruction. The origin and transportation costs can be easily and accurately determined for comparison with rate quotations of through bill-of-lading carriers.

## **6 FAM 164.3-5 Through Bill-of-Lading Services**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

### **(A) Nature of Service**

a. A through bill-of-lading (or residence-to-residence) service is available between many posts and the United States. It provides all necessary labor and materials required for a complete moving service from residence at origin to residence at destination under the control and responsibility of a single transportation company. It requires only one bill-of-lading or shipping document and the processing of a single voucher.

b. The charges for this type of shipment are based upon a single factor rate per 100 pounds net weight, subject to a minimum charge for 500 pounds at the applicable rate. The rates stipulated include the following services:

- (1) Preliminary packing at residence;
- (2) Stowing effects into shipping containers;
- (3) Transportation of shipment to port of embarkation;
- (4) Port clearance, loading, and ocean transportation;
- (5) Unloading and customs clearance arrangements at port of debar-kation;
- (6) Hauling to residence at destination; and
- (7) Unpacking of effects and placement in residence.

c. The availability of this service does not mean that it is the best or most economical method of transporting a particular shipment. Posts must carefully compare rates offered with the overall costs of like service which would be incurred under the pack-and-crate method of shipment. To assist the post in computing its cost, refer to 6 FAM 164.3 Exhibit 164.3.

#### **(B) Limitations of Service**

a. As a standard procedure, the administrative officer at the post, or designee, shall consult with employees assigned to the United States to determine if they will have a residence available to receive their household effects shipment upon its arrival. When employees are not able to accept delivery of their shipment of effects immediately upon its arrival at destination, the through-bill-of-lading service shall not be used.

b. The post should determine before shipping arrangements are completed what accessorial charges not included in the through single-factor rate will be assessed by the carrier or its agents. An estimate of these additional charges should be included in the overall cost of making shipment by the through bill-of-lading method. It has been the practice of many through bill-of-lading carriers to have shipments delivered to their local agents at destination before an employee-owner of the effects is advised of their arrival. When the owner is notified of its availability and cannot accept immediate delivery, this subjects the shipment to one or more of the following additional accessorial charges which the carrier's local agent makes: warehouse handling in, temporary storage en route or storage in-transit charges (based on each 30-day period or any fraction thereof), warehouse handling out, and, frequently, redelivery charges.

c. Under the pack-and-crate arrangements, when effects are delivered to an unpacking contractor in the Washington, DC, area, 15 calendar days of free storage are included in the contract prices without additional charge. Any additional storage charges are prorated on a daily basis at a

much lower rate than that assessed by the carrier's local agent when storage-in-transit charges are made.

d. Through bill-of-lading service should be limited to household effects only. Never ship vehicles by this method. Shipments weighing less than 500 pounds, or consigned to permanent storage, should not be made by this method.

### **(C) Arranging for Service**

#### **a. Soliciting rate quotations:**

(1) When there is a requirement for through-bill-of-lading service, rate quotations should be obtained from those U.S.-based carriers that the post believes can meet its needs;

(2) Rates should not be solicited from carriers on a worldwide basis. Posts should only request rates to those destinations to which they are reasonably certain of having shipments. By sending an airmail request directly to the home office of the through bill-of-lading carriers, additional rate quotations may be obtained. The rates received should be compared with the costs by the conventional pack-and-crate method. If the quotation received is advantageous, it may be used.

b. It is not advantageous or desirable for a post to enter into a contract for through bill-of-lading services. No one carrier is in a position to offer the lowest rates to all possible destinations throughout the world; therefore, an exclusive contract should not be awarded to a single carrier for providing through bill of lading to post. Posts which entered into this type of contract with a carrier in the past should refrain from such commitments when present arrangements expire.

c. In the through bill-of-lading method of shipment, the post is purchasing service only. The shipping containers and packing materials used for the shipment of effects will remain the property of the carrier or its agent. The post should be certain that the containers and packing materials are adequate to protect the effects properly en route to destination. The quality of through bill-of-lading service depends significantly upon the ability of the carrier's origin and destination agents to perform excellent packing and unpacking services. Posts should take all precautions to ascertain that the carrier's agent can properly perform all the services required.

### **(D) Posts to which Through Bill-of-Lading Service Should not Be Used**

Through bill-of-lading (residence-to-residence) service should not be used as a method of shipping household goods or personal effects to a number of posts due to local difficulties or particular administrative shipping procedures. A list of the posts for which through bill-of-lading service should not be used is found in 6 FAM 164 Exhibit 164.3-4.



## 6 FAM 164.3-6 Documentation, Distribution, and Consignment Instructions for Through Bill-of-Lading Shipments

(TL:GS-84; 06-04-2002)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Shipments on a through bill-of-lading basis should be made on a Form SF-1103, *U.S. Government Bill of Lading* (GBL). The general services officer should issue the GBL in the name of the through carrier assuming responsibility for the shipment, not to its local agent. The GBL should be prepared in such a manner that the post of origin can pay the charges in local currency when this is advantageous to the U.S. Government. The GBLs should bear the following statements:

(1) Through residence-to-residence service at the rate of \$ [insert dollar amount and equivalent in local currency] per 100 pounds net weight;

(2) An indication of the released valuation at which the lowest through rate will apply, such as "**Released valuation [insert amount] cents per pound per article**"; and

(3) Storage in transit at destination may be authorized only after appropriate advance notice of the availability of shipment has been provided to the post (6 FAM 175).

b. A copy of the completed GBL showing the rate and weight of the through bill-of-lading shipment (i.e., residence-to-residence method) should be sent by airmail to the destination post. Another copy should also be sent to the Department's Travel and Transportation Management Division (A/LM/OPS/TTM), or USAID's Travel and Transportation Management Division (M/SER/MO/TTM), as appropriate.

c. On all through bill-of-lading shipments to the United States, U.S. Customs Form 3299, *Declaration for Free Entry of Unaccompanied Articles*, must be completed by all employees before departure from the post. The completed form must be given to the carrier's local agent for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States (6 FAM 164.4-2).

d. The losing post should prepare for the gaining post a Telegraphic Notification of Shipment En Route (see 6 FAM 164 Exhibit 164.2-3), which is the preferred documentation governing shipment notification. As soon as a shipping date is available, the post should send a telegram to the gaining post as action addressee, and send information copies to the employee's agency transportation office (as well as ELSO and/or a U.S. Despatch Agent if appropriate).

e. Through bill-of-lading shipments between posts should be made in accordance with consignment instructions obtained from the destination post with notification provided to the carrier's destination agent.

**NOTE:**

(1) Shipments made to the Washington, DC, area or to other points in the United States should be consigned to the employee or owner's address at the delivery area, in care of the carrier or carrier's agent;

(2) Shipments to the United States should not be consigned in care of the U. S. Despatch Agent, nor should shipments be consigned to the Department's contractors for delivery and unpacking.

## **6 FAM 164.3-7 Inspect Packing at Post**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The general services officer (GSO) should arrange to inspect the packing performance of all firms used by the post, whether the through bill-of-lading service or the pack-and-crate method is used. The GSO should examine all work to be certain that it is performed in accordance with the standards prescribed by the post. The GSO should pay particular attention to the following:

(1) Packing: Check to be sure that good quality packing materials and protection are used in the packing of the effects;

(2) Inventory: Ensure that a complete and proper inventory is prepared, which specifies the shipped articles and their condition;

(3) Shipping container: Determine that the shipping container is well made, properly lined with a waterproof barrier, and sturdy enough to provide adequate protection to the shipment. Do not use a container too large for the effects; and

(4) Loading: Be certain that effects are properly stowed and distributed within the container.

b. All space between cartons and pieces in the shipment should be filled by the insertion of cushioning material or dunnage to keep the load tight and to prevent it from shifting within the container. Heavy items should be placed on or near the floor of the lift van, not placed on top of lightweight and/or easily crushed items.

## **6 FAM 164.4 Shipping Effects to United States**

### **6 FAM 164.4-1 Surface Shipments Other than Residence-to-Residence Movements**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The U.S. Despatch Agent must arrange for clearance through U.S. Customs for HHE shipments. Clearance will only be made for those shipments which conform to regulations. After clearance processes are completed, shipments will be forwarded to an approved inbound contractor for Washington, DC, or a firm selected by the transportation office of the employee's agency. It is the employee's responsibility to contact his or her agency's transportation office to determine the name, address, and phone number of the packing firm receiving the inbound HHE shipment, and to contact the firm for arranging a date and time to deliver and unpack the HHE shipment.

b. The GSO at the originating post should ensure that the following actions are taken:

(1) The consignee shown on the ocean bills-of-lading should be the appropriate U.S. Despatch Agent as determined from the consignment markings, examples of which are given in 6 FAM 164 Exhibit 164.4-1;

(2) At Canadian posts, the GSO will have the HHE shipments export packed in wooden lift vans and shipped utilizing van line carriers. The shipments will then be sent to the Department's inbound contractor if designated for permanent storage, or packed and shipped as a residence-to-residence van line move to the employee's metropolitan Washington, DC, address (if known and available for occupancy upon arrival), or for temporary storage if the address is unknown or is unavailable for occupancy upon arrival. Posts in Mexico will have HHE shipments export packed in wooden lift vans and sent by motor freight via the consulates at Nuevo Laredo or Tijuana to the Department's inbound contractor for either permanent or temporary storage;

(3) Shipping containers should be stenciled or otherwise legibly marked:

**U.S. Despatch Agent** (include city, state, and zip code)  
**For Forwarding to: John Jones** (Agency)  
**c/o Department's Inbound Contractor**  
**Washington, DC**

**Via: Baltimore** (or other U.S. Despatch Agent as appropriate)

**PS** or **TS** (permanent or temporary storage awaiting delivery/unpacking);

(4) When the HHE shipment originates at a Mexican post, the U.S. border gateway (i.e., Laredo or San Diego) should be placed in the remarks following "Via:";

(5) If the ultimate destination is a U.S. port of call, the HHE shipment should be routed to that U.S. port of call if service exists. If the destination is other than the metropolitan Washington, DC, area, and is not a port of call, the HHE should be routed for discharge to the U.S. port closest to the inland destination. The shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name and address of the consignee and the port of discharge as follows:

**U.S. Despatch Agent** (include appropriate city, state, and zip code)  
**For Forwarding To:**  
**John Jones** (Agency)  
**123 Main Street**  
**Waco, Texas Via: Houston**

**TS** (for temporary storage awaiting delivery/unpacking);

(6) If the ultimate destination is the West Coast of the United States, the Department maintains packing firms under contract in Seattle to which all HHE shipments should be consigned. Shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name of the employee in care of the unpacking contractor as follows:

**U.S. Despatch Agent** (include city, state, and zip code)  
**For Forwarding To:**  
**John Jones** (Agency)  
**c/o U.S. DESPATCH AGENCY**  
**SEATTLE, WASHINGTON**

**PS** or **TS** (permanent or temporary storage awaiting delivery/unpacking).

## **6 FAM 164.4-2 U.S. Customs Documentation**

(*TL:GS-59; 10-01-1999*)  
(*Uniform State/USAID/Commerce/Agriculture*)  
(*Foreign Service and Civil Service*)

a. When HHE shipments are destined for the United States by a through bill-of-lading carrier, the employee must in all cases complete a U.S. Customs Form 3299, *Declaration for Free Entry of Unaccompanied Ar-*

*ticles*. The GSO will give the completed form to the local agent of the through bill-of-lading carrier for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States (6 FAM 164.3-5).

b. When shipments destined for the United States are made by the pack-and-crate method, a Customs Form 3299 is not necessary as the shipments are consigned directly to the U.S. Despatch Agent for clearance.

### **6 FAM 164.4-3 Within 50-Mile Radius of Washington, DC**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Direct payment for cost of local cartage, delivery, and unpacking on behalf of employees will be made by the Department or Agency for employees who are assigned to the Washington, DC, area, who plan to reside and who have shipments terminating within a 50-mile radius of Washington, DC. This procedure, however, is not applicable to effects held in the Washington, DC, area in loose storage, nor does it affect incoming motor van movements.

b. Authorizing services: The Department or Agency will issue an order to the contractor allowing for performance of in-transit storage, local cartage, and unpacking services. At the time of delivery to residence, the contractor will unpack and place all effects in the employee's residence as directed by the owner or the owner's representative. Packing materials and shipping containers, except metal or special type vans that are the property of another firm, become the property of the contractor.

c. Employees who have any doubt whether or not the destination of their HHE shipment lies within a 50-mile radius of Washington, DC, should contact the Department's Travel and Transportation Management Division (A/LM/OPS/TTM).

### **6 FAM 164.4-4 Beyond 50-Mile Radius of Washington, DC**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

The U.S. Despatch Agency responsible for clearing HHE shipments terminating in the United States (see definition in 6 FAM 111.3) beyond a 50-mile radius of Washington, DC (in conjunction with the employee's agency's transportation office), will select an appropriate local moving firm near the employee's ultimate destination. The firm will receive the HHE shipment from the motor freight carrier bringing it from the U.S. port of entry

and will be temporarily held until the employee calls to arrange for a delivery date and time. The Department or Agency will make direct payments to the local moving firm for delivery, unpacking, and removal of all debris for items which the firm unpacked.

## **6 FAM 164.4-5 Unaccompanied Air Baggage (UAB) Shipments of Personal Effects**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Shipments of unaccompanied air baggage (UAB) destined for the Washington, DC, metropolitan area on direct flights to Washington's Dulles International Airport only, are to be marked, consigned, and prepaid directly to the Department's Travel and Transportation Management Division (A/LM/OPS/TTM). Air shipments of UAB destined for areas of the United States other than the Washington, DC, metropolitan area should be marked, consigned, and prepaid to the appropriate U.S. Despatch Agent based on the U.S. gateway designated in 6 FAM 164 Exhibit 164.4-5.

**NOTE:** The air shipment is to terminate at the U.S. gateway designated in 6 FAM 164 Exhibit 164.4-5. The U.S. Despatch Agent will arrange for customs clearance and issue a new GBL to forward the air freight to the ultimate destination. The employee's name (and agency), destination address, telephone number, and appropriate fiscal data must be typed in the "Nature and Quality of Goods" section of the air waybill. A complete and legible inventory of the UAB or HHE shipment must accompany the shipment in a waterproof pouch on the number one piece or box. The inventory must be in English, or have an accurate translation attached.

b. The U. S. air gateway (i.e., point at which the shipment enters the United States) should be determined in advance and one of the following instructions should be endorsed on the air waybill:

(1) Either on arrival at Washington, DC (Washington Dulles International Airport only), notify the Travel and Transportation Management Division (A/LM/OPS/TTM), Department of State, Washington, DC 20520, to arrange for customs clearance;

(2) Or on arrival, notify the U.S. Despatch Agent (place address and telephone number of appropriate U.S. Despatch Agent here from list found in 6 FAM 164 Exhibit 164.4-5) to arrange customs clearance.

**EXCEPTION:** If there are nonstop (i.e., direct) flights from employee's area to one of the approved U.S. gateways other than the one listed for employee's area and this U.S. gateway is closer to the employee's ultimate destination, the GSO should route the air shipment to the alternate U.S. gateway. There the U.S. Despatch Agent will issue a new GBL and forward the shipment to the ultimate destination. UAB arriving at Dulles International Airport for the Washington, DC, metropolitan area and will be collected by one of the Department's inbound delivery contractors for delivery to the employee's residence.

c. If the employee has a bona fide delivery address and telephone number before departing from post, they should be typed on the air waybill and a cable notification to State (A/LM/OPS/TTM) and to the appropriate U.S. Despatch Agency. If the destination is outside the airline delivery area or the airline cannot telephone the employee or employee's agent to arrange for a delivery, the UAB shipment will be turned over to the inbound delivery contractor in Washington, DC, or a local moving firm at the final destination for delivery to the employee's residence.

d. To ensure the clearance of effects through U.S. Customs with minimal delay, the "Telegraphic Notice of Shipment" for air freight en route (see 6 FAM 164 Exhibit 164.2-3) must be sent when the losing post initiates the shipment. Copies of the notice should go to the U.S. Despatch Agent or the Department's Travel and Transportation Management Division (A/LM/OPS/TTM) with an information copy to the employee's agency, if other than State.

e. Posts forwarding shipments by air to a U.S. Despatch Agent must attach legible copies of the packing list and an inventory (HHE or UAB) to the air waybill as well as the "Telegraphic Notice of Shipment En Route" (6 FAM 164 Exhibit 164.2-3). The packing list/inventory, with the air waybill, must be sent to the U.S. Despatch Agent by the fastest means possible (i.e., APO air mail, international air mail, or courier service). The packing list must be legible and in English (or a bona fide English translation must accompany the original) and must provide the following information:

- (1) Name of employee, Agency, and whether HHE or UAB;
- (2) Type of shipping container (e.g., box, crate, carton, etc.);
- (3) Detailed listing of inventory numbers for each shipping container (**NOTE:** posts must instruct their packers to mark the shipping containers with "1 of 1," "1 of 4," "3 of 5," etc., to identify each container on the packing list);
- (4) Gross cubic (in cubic meters and feet) and outside dimensions (length by width by height in centimeters and inches) of each shipping container;

(5) Net and gross weight (in kilos and pounds) of each shipping container;

(6) Ultimate destination with address and telephone number (if known); and

(7) Fiscal data.

f. U.S. Customs regulations require that the U.S. Despatch Agent submit a detailed packing list and inventory with the U.S. Customs Form 3299.

g. Failure to provide the packing list and inventory may delay the shipment from being cleared (in some instances, for two to three weeks), inconvenience the employee, and result in increased cable traffic, storage charges, and unpacking and examination charges. If the shipment transits ELSO, the post should forward the packing list and inventory to ELSO-Antwerp. ELSO will forward the documents to the appropriate U.S. Despatch Agent at the time the shipment is forwarded to the United States.

## **6 FAM 164.4-6 Prohibited Shipments**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Alcoholic beverages, residence-to-residence shipments, nonconforming personal vehicles for all U.S. Government employees, and shipments of household effects and personal vehicles for members of the Marine security guard or Defense attachés are not to be sent through the U.S. Despatch Agent (see 6 FAM 168.3-1(C), paragraph c, concerning alcoholic beverages).

## **6 FAM 164.5 Shipments of Effects from United States**

### **6 FAM 164.5-1 Surface Shipments**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. U.S. Despatch Agencies will forward HHE to be shipped by surface from the United States, by other than residence-to-residence movements, to Foreign Service posts. Transportation offices of the State Department and USAID issue TSRs or packing authorizations. These TSRs allow packers in the United States (contract and non-contract) to pack and pick up HHE shipments from the employee's residence or vendors, and load the HHE into wooden lift vans that meet Department specifications.



These lift vans become the property of the U.S. Government. Transportation offices are responsible to ensure that export HHE shipments are made available in a timely manner, and that the appropriate U.S. Despatch Agent is utilized for moving the shipment to post. The various agency transportation offices monitor and control the shipment until it is in the hands of the Despatch Agency. The U.S. Despatch Agency receives and books the HHE shipment on a vessel.

b. Until the shipment is loaded aboard and sails, the U.S. Despatch Agent is not to be contacted for status reports of HHE shipments. Instead, the post or mission abroad should request status reports from the appropriate agency transportation office, unless the Department has been authorized on behalf of an agency to issue a TSR or packing authorization.

c. When status is required for the shipment of a privately owned vehicle (POV), posts and missions abroad should inquire directly of the U.S. Despatch Agency to which the employee submitted the automobile shipping form.

## **6 FAM 164.5-2 Outside Washington, DC, Area**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

For employee shipments originating in localities more than 50 miles from Washington, DC, the Department will select a firm to export-pack, store, and provide related services in their local area.

## **6 FAM 164.5-3 In Washington, DC, Area**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. The employee should notify the Department or respective Agency each time service is required in connection with the transportation or storage of personal or household effects located in the Washington, DC, area. This includes effects or purchases made subsequent to the initial shipment (see 6 FAM 161.5 on supplemental shipments). Employees should not make arrangements with commercial firms for performance of services in connection with such effects until they have obtained instructions from their agency's transportation office:

(1) **Departments of State and Commerce:** Travel and Transportation Management Division (A/LM/OPS/TTM); and

(2) **USAID:** Travel and Transportation Management Division (M/SER/MO/TTM).

b. When the Department has contracts or price arrangements with designated packers, forwarders, carriers, or other firms, payment for authorized services performed by those firms is an allowable expense. If other firms are used at the request of employees and pre-approved by the Chief, A/LM/OPS/TTM, they are responsible for all excess costs involved, and must make personal arrangements with the firm or firms selected (6 FAM 168.2). Allowable expenses are limited to actual expenses incurred, not exceeding the amount which the U.S. Government would have paid under its contract or other price arrangements. When two or more firms have been approved to perform a particular service, reimbursable expenses are limited to the average price of the approved firms.

#### **6 FAM 164.5-4 Authorization to Pack and Ship**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

The Department or the Agency will issue the necessary documents to the firm or firms that will perform the required services. Letters of authorization will not be issued to cover preparation for export shipment of newly purchased items that include a markup to cover export packing. Employees shall personally pay these charges and submit a reimbursement voucher supported by receipted invoices.

#### **6 FAM 164.5-5 Unaccompanied Air Baggage Shipments**

*(TL:GS-84; 06-04-2002)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

UAB shipments from the United States are controlled by the transportation office of the employee's agency or State (A/LM/OPS/TD). If State prepares the documentation for an employee of another agency, a "Telegraphic Notification of Shipment En Route" (6 FAM 164 Exhibit 164.2-3) is forwarded by State or the agency's transportation office, to the employee's post of assignment, citing the air waybill number, weight and cube, number of pieces, and UAB airline shipping date (based on information from the packer). If the UAB does not arrive within a time frame determined normal, the GSO at post can initiate tracer action. Requests for status or tracer action should be sent to the transportation office of the employee's agency and not the U.S. Despatch Agency.

## 6 FAM 164.6 Shipments Handled by European Logistical Support Office (ELSO)

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Shipments originating at one of the U.S. Despatch Agencies and bound for ELSO-serviced posts utilize U.S.-flag steamship companies that normally discharge at the Ports of Rotterdam and Bremerhaven. The U.S.-flag steamship companies then deliver the cargo and containers by truck to their terminals located in Antwerp and Bremen at which point ELSO takes receipt of the shipments. The U.S. Despatch Agent provides ELSO and the destination post with advance shipping information in the form of the "Telegraphic Notification Of Shipment En Route" telegram, packing lists, and shipping documentation. The average transit time between the U.S. East Coast until ELSO actually receives the shipment at its facilities ranges between 17 to 20 days.

b. Once a shipment is in its possession, ELSO arranges for the onward movement of the shipment to the consignee. ELSO inspects arriving shipments against the shipping documents to ensure the total number of pieces shipped have actually arrived. When necessary, ELSO repairs and/or repacks shipments. If applicable, claims are filed with the parties responsible for damages. As soon as shipments are booked, ELSO advises the destination post by a "Telegraphic Notification Of Shipment En Route" telegram with shipping details. Posts should immediately notify ELSO of a shipment's arrival or nonarrival to allow ELSO to begin tracing action on missing shipments, make payment of shipping charges, and update and close ELSO shipping files.

c. Destination posts should take into consideration unavoidable delays, (i.e., delayed arrival of carrier, bad weather, inaccessible road transportation, customs problems, etc.), before requesting the status of household and personal effects shipments transiting ELSO. Posts should allow at least 20 days from the actual departure date of the shipment from the United States before asking ELSO about transshipment information.

**NOTE:** When requesting information for any shipment, posts should refer to either the U.S. Despatch Agent or ELSO shipment number, if known.

d. To improve forwarding of shipments of household and personal effects to/from/via ELSO, reduce transit times, and avoid storage charges, note the following:

(1) Normally, route only household effects and personally owned vehicles via ELSO for transshipment;

(2) Follow procedures outlined in 6 FAM 164.4-1 for shipments to the United States;

(3) Use a through air waybill whenever possible from the origin post to destination post for UAB shipments;

(4) Unless no other routing is available to the post, do not consign UAB shipments to ELSO for transshipment.

e. Posts must provide ELSO with a "Telegraphic Notice Of Shipment En Route" telegram containing the proper information for household effects and personally owned vehicle shipments transiting Antwerp. Posts must also provide ELSO with the name of the post to which shipments are to be forwarded. Shipping information must reach ELSO well in advance of the actual shipment. All boxes or lift vans must be clearly marked as directed by the gaining post. All shipping documents must include the employee's name and final destination, and must indicate "VIA ANTWERP" or "VIA BREMEN," as appropriate. Whenever possible, fiscal data should be included on the actual shipping documents.

f. Surface shipments (ocean/truck/train) from posts forwarded via Antwerp for transshipment must be consigned:

American Embassy Office (ELSO)  
Noorderlaan 147, Bus 12A  
(Atlantic House)  
2030 Antwerp, Belgium  
Tel. (32)(3) 542-4775/6

**NOTE:** Do not consign any surface shipments routed via Antwerp to a forwarder. ELSO will provide a delivery address when the carrier notifies ELSO of the arrival of the shipment in Antwerp. Shipping documentation should be forwarded directly to ELSO Antwerp via fastest available means.

g. Surface shipments (ocean/truck/train) from posts forwarded via ELSO's agent in Bremen for transshipment must be consigned:

American Embassy Office (ELSO)  
c/o Phoenix Sea-Land-Air  
P.O. Box 12 04 36  
D-27518 Bremerhaven  
Germany

All shipping documentation should be forwarded directly to ELSO Antwerp, not to Phoenix Sea-Land-Air in Bremerhaven.

h. Shipments forwarded to ELSO by air-serviced posts via any of the airports located in Paris should be consigned:

American Embassy Office (ELSO) Antwerp  
c/o Sodetair C.D.G.  
Import Department  
Zone de Fret 1, Rue du Tarteret  
Roissy Airport-C.D.G., France

**NOTE:** Do not consign these shipments to Amembassy Paris or include Amembassy Paris as either an action or info addressee on the "Telegraphic Notification of Shipment En route" telegram.

i. A "Telegraphic Notification Of Shipment En Route" telegram should be prepared for shipments for ELSO arriving at the Paris airports with RUEHEL/USOFFICE ELSO ANTWERP as action addressee. Shipping documents should be forwarded to ELSO via fastest possible means.

j. Shipments destined for permanent storage in Antwerp must be consigned as follows:

American Embassy Office (ELSO)  
Permanent Storage: Property of: (Name)  
c/o Gosselin World Wide Moving  
Belcrownlaan 9A, B-2100 Antwerp, Belgium

k. Posts experiencing difficulties with shipments forwarded via ELSO should immediately send an UNCLASSIFIED telegram to "RUEHEL/USOFFICE ELSO ANTWERP" providing as many details as possible about the shipment(s). ELSO will do all they can to resolve specific problems.

## **6 FAM 164.7 Use of Advantageous Rates**

(*TL:GS-59; 10-01-1999*)  
(*Uniform State/USAID/Commerce/Agriculture*)  
(*Foreign Service and Civil Service*)

When lift vans are not used and different freight rates are applicable to various goods comprising the effects, posts should package and describe the effects to permit utilization of a lower rate or combination of rates.

## **6 FAM 164.8 Maximum Dimensions of Lift Vans to Be Used for Shipment or Permanent Storage of Household Effects**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

For shipment or permanent storage of HHE wooden or plywood lift van, maximum dimensions should not exceed eight (8) feet in length, six (6) feet 10 inches in height, and six (6) feet in width. These measurements are necessary for proper and safe handling of lift vans at piers and warehouses. The limitations ensure that lift vans fit into steamship containers wherever this service is provided by the ocean carrier.

## **6 FAM 164.9 Estimating Freight Rates on Shipments within United States**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

In most countries local shipping agents are able to furnish accurate information on the distance from the port of arrival to the destination within the U.S. as well as the cost per mile. If this information is not available, use the following information. Freight rates for shipment of effects from ports of arrival to their ultimate U.S. destination, or from points of origin in the United States to ports of departure shall be computed at an average cost of three (3) cents per mile for each 100 pounds of freight.

## **6 FAM 164.10 Bills of Lading**

*(TL:GS-84; 06-04-2002)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

List each employee's effects on a separate bill of lading. Each of the following items must be entered on a separate bill of lading or specifically itemized on the same bill of lading in accordance with 6 FAM 168.3-1, paragraph c. The term "specifically itemized" used here means there is a line entry specifying the name of each items, its weight or volume, and total number. See 6 FAM 168.3-1(C), when case(s) of alcoholic beverages and tobacco products are being shipped to the United States.

## **6 FAM 165 PRIVATELY OWNED MOTOR VEHICLES (POVS)**

### **6 FAM 165.1 Allowable Expenses**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The cost of transporting a motor vehicle is allowable only when the privately owned vehicle (POV) is owned by the employee or an eligible family member. Except as provided in 6 FAM 165.3, 6 FAM 165.4, and 6 FAM 165.5, no expenses are allowed in excess of the cost of transportation between the authorized points of origin and destination, or between the factory site and the authorized destination, whichever involves the lesser cost. Shipment of a POV between domestic origination and domestic destination points in the continental United States (CONUS) may be authorized on a case by case basis when it is determined to be advantageous to the U.S. Government or that travel by POV would be dangerous or cause undue hardship.

b. If an employee has orders returning him or her to a U.S. assignment from a post abroad, a POV may be shipped to an alternate port on a cost-constructive basis.

c. If shipment of a POV is not allowed to the gaining post based upon suitability or post restrictions and an employee qualifies for emergency storage in accordance with 6 FAM 178.1, the employee may request shipment of a POV to an alternate destination on a cost constructive basis in lieu of emergency storage. This does not preclude the shipment of a suitable vehicle from losing to gaining post. If an employee elects emergency storage in accordance with 6 FAM 178.1 and also ships a suitable vehicle to his or her next assignment, the employee will be able to ship only one POV to any follow-on assignment.

d. An employee has the option to ship his or her vehicle to an alternate destination on a cost-constructive basis in lieu of shipment to his or her onward assignment abroad. Delivery of the vehicle to the alternate destination is on a cost-constructive basis and concludes the U.S. Government's responsibility for this entitlement, i.e., no other vehicle shipment to that post of assignment will be allowed.

e. An employee may ship his or her POV to an alternate destination on separation orders on a cost-constructive basis. The POV must be shipped to the location the employee is actually separating to.

## 6 FAM 165.2 Shipment

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. When it is necessary to ship an automobile in connection with transfers between posts and to assignments in the United States, avoid crating if possible. The following factors are to be considered:

- (1) Adequacy of port loading and unloading facilities;
- (2) Nature of carrier and cargo;
- (3) Possibility of transshipment;
- (4) Danger of pilferage;
- (5) Overland haul, if any; and
- (6) Cost of crating.

b. Vehicles must be operational and safety equipment (e.g., wind-shield wipers and outside mirrors) must remain on the car in order for drive-away services in the United States to move the vehicle to or from the port legally:

- (1) Surrender the ignition and trunk keys that accompany the vehicle to the steamship company at the time the vehicle is delivered to the pier;
- (2) Leave windows open approximately one-half inch for ventilation when vehicle is boxed; and
- (3) Remove all mud and soil from chassis and body of vehicle consigned to the United States, in compliance with U.S. Department of Agriculture requirements.

c. See 6 FAM 165 Exhibit 165.2 for the list of posts to or from which an automobile must be shipped boxed in order to ensure its secure and safe arrival.



## **6 FAM 165.3 Emergency Replacement**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. The transportation of one additional POV from the United States or other designated place of purchase may be authorized, in advance, by an authorizing officer during any four-year period as an emergency replacement of the last motor vehicle transported at U.S. Government expense, when the authorizing officer determines, in advance, that:

(1) The replacement is in the interest of the U.S. Government and is necessary for reasons beyond the control of the employee; and

(2) The use of the replacement vehicle is in the interest of the U.S. Government.

b. Conditions warranting emergency replacement of motor vehicles include loss or destruction of the motor vehicle through fire, theft, accident, rapid deterioration due to severe climate or driving conditions at a post abroad, civil disturbance, military actions, riot, or similar causes.

c. Replacement shipment of a POV is funded and authorized by post in accordance with 6 FAM 121.2-1, subparagraph f(3)(b).

## **6 FAM 165.4 Periodic Replacement**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

The transportation of one POV from the United States or other designated place of purchase to the employee's post of assignment abroad may be authorized by an authorizing officer as the replacement of a motor vehicle previously transported at U.S. Government expense (replacement shipment of a POV is funded and authorized by post in accordance with 6 FAM 121.2-1, subparagraph f(3)(b)), provided that:

(1) There is a lapse of at least four years between the initial date of shipment from the United States of the vehicle to be replaced at the employee's present or previous post abroad and the date on which the transportation of the replacement vehicle will commence;

(2) The employee has remained in continuous service outside the continental United States during that four-year period. Home leave or temporary duty in the United States during or between permanent duty assign-

ments abroad does not constitute a break in continuous service outside the continental United States;

(3) The employee is assigned to a post which is 124 or more kilometers or 200 or more miles from the continental United States, or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post;

(4) The employee has not received cost-constructive shipment of a new POV or previous State or agency elective alternatives during the prior four-year period;

(5) The employee has not had a POV shipped between foreign posts at U.S. Government expense for one year (nine months for personnel with an 18-month tour of duty) prior to the date on which the employee requests periodic replacement authority; and

(6) On the date a request for periodic replacement authority is made, the employee is scheduled to remain at post of assignment for at least one year (nine months for personnel with an 18-month tour of duty). The shipment of a new motor vehicle at the employee's personal expense from the United States or other place of purchase to his or her post of assignment has no effect on eligibility for periodic replacement authority, provided the criteria outlined in this section are met.

## **6 FAM 165.5 No Previous Shipment**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. If an employee has not had a POV transported at U.S. Government expense from the United States to the his or her present or previous posts abroad, an authorizing officer may, when funds are made available and subject to the time limitations in 6 FAM 165.4, subparagraph (6), authorize shipment of a motor vehicle from the United States to the employee's present post abroad if such shipment is determined to be necessary or expedient.

b. **For State and Commerce:** Shipment of the vehicles discussed in this section is authorized and funded by Washington headquarters; for USAID, shipment is authorized by USAID/W and funded by the posts.

## **6 FAM 165.6 Delivery or Pickup of a Vehicle**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. When an employee or eligible family member who is not in travel status makes a separate trip for the purpose of delivering or picking up a motor vehicle, the commercial shipment of which has been authorized, the employee may be reimbursed the following expenses:

(1) Mileage for driving the vehicle one way between the post and the point of delivery or pickup; and

(2) Cost of the employee's transportation by common carrier one way between the post and the point of delivery or pickup.

b. The reimbursement may not exceed the cost of commercial shipment of the vehicle. No per diem is allowable and leave must be charged for absence from the post.

## **6 FAM 165.7 Limitations at Specific Posts**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Under section 207 of the Foreign Service Act of 1980, as amended, the chief of mission, in consultation with other Foreign Affairs agency heads in the country, determines what restrictions or limitations, if any, are placed upon the motor vehicles brought to posts under the chief of mission's jurisdiction.

b. These may include, but are not limited to, provisions to assure that the vehicle is suitable and that the import of the vehicle is not primarily for resale.

c. When there is reason to believe that a motor vehicle was shipped to post at U.S. Government expense and/or was imported under diplomatic or official privileges and immunities primarily for the purpose of sale at a profit and not for the bona fide personal use of the employee or employee's eligible family members, the chief of mission or designee must investigate. The investigation is to include the following factors:

(1) Whether a profit was made or anticipated on the sale; and;

(2) Whether the vehicle was sold or scheduled to be sold before the last 6 months of the employee's scheduled home leave or departure from post, taking into account factors such as curtailment of assignment, evacuation, or extensive damage to the vehicle.

d. If, based on the investigation under paragraph b above, the chief of mission determines a violation of regulations has occurred, the chief of mission will:

(1) Require the employee to repay the U.S. Government the original cost of transporting the vehicle to the post; or

(2) Deny the employee the benefits of 6 FAM 165.3 and 6 FAM 165.4 (Emergency Replacement and Periodic Replacement); or

(3) For such other action as may be taken by the chief of mission, see 2 FAM.

## **6 FAM 165.8 Limitations on Type and Size of Vehicles**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. Vehicles that may be transported include passenger automobiles, station wagons, and certain small trucks or similar vehicles that may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use.

b. Transportation at U.S. Government expense is limited to vehicles having a gross size for shipping purposes of not more than 15 measurement tons (16.8 cubic meters/600 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at U.S. Government expense must pay all costs which result from the excess size of the vehicle.

## **6 FAM 165.9 Shipping Foreign Vehicles**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

A foreign-made vehicle purchased and delivered in the United States may be treated in the same manner as a U.S.-manufactured motor vehicle for the purpose of transportation. A foreign-made, foreign-purchased motor vehicle may be shipped to or between posts, but may not be shipped to the United States at U.S. Government expense unless it qualifies under one of the provisions of 6 FAM 165.9-1. Shipment of foreign-made, foreign-purchased motor vehicles to the United States must meet all the Environ-

mental Protection Agency's (EPA) and Department of Transportation's regulations.

## **6 FAM 165.9-1 General Exceptions**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

a. A foreign-made, foreign-purchased motor vehicle owned by an employee or family member authorized to travel may be shipped or returned to the United States when the vehicle:

(1) Was purchased after September 11, 1970, and prior to October 24, 1972;

(2) Was purchased by a new appointee at least three months prior to the notification of appointee's selection for appointment;

(3) Cannot legally be sold or disposed of at the post abroad of assignment;

(4) Must be shipped for evacuation purposes; or

(5) Was purchased for use in a country where the following conditions apply:

(a) Local laws or other requirements permit only the operation of right-hand drive vehicles;

(b) Parts and service are not available for U.S. made vehicles at the post (written justification submitted by post to Washington, DC, headquarters must bear certification of the chief of mission, or principal officer when there is no immediate supervisory post); or

(c) Use of a foreign-made vehicle is necessary for reasons of personal safety of employees (prior Washington, DC, headquarters authorization is necessary).

b. Any vehicle which would qualify for shipment to the United States under the provisions of subparagraph a(5) of this section remains qualified for shipment to the United States even if subsequently shipped to a post that is not eligible under the provisions of subparagraph a(5). See 6 FAM 168.3 concerning import restrictions.

c. Authority to ship a foreign-made, foreign-purchased motor vehicle under any of the general exceptions must be contained in the employee's travel authorization or amendment thereto.

## **6 FAM 165.9-2 Posts Granted Exceptions**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

Posts that are granted an exception to the restriction on shipment of foreign-made, foreign-purchased POVs to the United States at U.S. Government expense under one or more of the provisions of 6 FAM 165.9-1, paragraph a, are found in 6 FAM 165 Exhibit 165.9-2.

## **6 FAM 166 USE OF U.S.- AND FOREIGN-FLAG VESSELS**

### **6 FAM 166.1 Standards for Shipment**

*(TL:GS-84; 06-04-2002)*  
*(State Only)*  
*(Foreign Service and Civil Service)*

a. Posts shall exert reasonable efforts to analyze schedules and tariffs on a worldwide basis in routing effects consistent with the following standards which are for guidance only:

(1) When both U.S.- and foreign-flag vessels operate directly between a port serving the place where the transportation of effects originates and a port serving the actual destination, shipment of effects shall be made on a U.S.-flag vessel;

(2) When U.S.-flag vessels do not operate directly between a port serving the place where transportation of effects originates and the port serving the actual destination, and foreign-flag vessels do so operate, shipment of effects shall be made on a foreign-flag vessel;

(3) When there are neither U.S.- nor foreign-flag vessels operating directly between a port serving the place where transportation of effects originates and the port serving the actual destination, and it can be determined that U.S.-flag vessels are available for any segment of the journey, the shipment of effects shall be by such routing and shall include U.S.-flag vessels where operating. Waiting time at point of transshipment shall be governed by subparagraph a(4) of this section. More than one transshipment for the sole purpose of using U.S.-flag vessels is not required; and

(4) Foreign-flag vessels may be used for the shipment of furniture and household and personal effects including privately owned motor vehicles when:

(a) U.S.-flag vessels are not scheduled to call at the port of loading within 30 days after:

- Notice to ship based on need for immediate shipment of the effects has been received by the post; or
- The effects are ready for shipment, whichever is later;

(b) When agents of U.S.-flag vessels cannot give reasonable assurance that a U.S.-flag vessel is scheduled to call at the port of loading within the time specified in subparagraph a(4)(a) of this section:

- Will actually call at such port of loading within 30 days as scheduled; and will actually discharge cargo at scheduled destination port within two weeks after arrival regardless of port congestion; and where agents of foreign-flag vessels can give such assurance due to their preferential berthing arrangements at the port; or
- Will discharge cargo at scheduled destination port without transshipment; and where agents of foreign ships can give such reasonable assurance;

(c) The authorizing officer at the post determines that safe storage facilities are not available and that delay in shipment would expose effects to serious damage or loss from climatic conditions, excessive humidity, pilferage, sabotage, or other hazards beyond the control of the post. In such instances, a statement justifying the use of a foreign-flag vessel is required.

b. When the origin or destination is a seaport, it is not necessary to send the shipment to another port in order to utilize a U.S.-flag vessel.

## **6 FAM 166.2 Documentation**

### **6 FAM 166.2-1 Compliance with Title 41 of the Code of Federal Regulations (41 CFR 101)**

*(TL:GS-59; 10-01-1999)*

*(State Only)*

*(Foreign Service and Civil Service)*

To ensure compliance with section 901(a) of the Merchant Marine Act of 1936, and 46 U.S.C. 1241 regarding the use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees, see 41 CFR 101-41.309-1 Factual Support of Charges-International Shipments.

## **6 FAM 166.2-2 Issuance of Certificate**

*(TL:GS-59; 10-01-1999)*

*(State Only)*

*(Foreign Service and Civil Service)*

When the post deems use of foreign-flag service justified under 6 FAM 166.1, written authorization must be issued. This certificate of justification (format shown in 6 FAM 135 Exhibit 135.12) must be signed by either an authorizing officer designated by the Department or foreign affairs agency, or a post's principal officer. The certificate must show full justification for the use of a foreign-flag vessel. The certificate (which may be reproduced locally) must be prepared in triplicate. The original and one copy are submitted to the ocean carrier, freight forwarder, or household goods transporter, as appropriate; one copy is retained by the issuing officer or post. The transportation company must be instructed to submit one signed copy of the certificate with the bill to the paying office.

## **6 FAM 166.3 Exceptions to Use of U.S.-Flag Vessels**

*(TL:GS-50; 05-21-1997)*

*(USAID Only)*

*(Foreign Service and Civil Service)*

a. Instances of exception to the use of U.S.-flag vessels include the following:

(1) When USAID/W or the USAID mission director certifies that U.S.-flag vessels do not provide adequate service to the destination;

(2) When the shipment of effects would be delayed an unreasonable period of time awaiting an U.S.-flag vessel; and

(3) When payment or services can be made through use of surplus foreign credits owned by the United States or from USAID trust funds and U.S.-flag steamship lines will not accept such funds.

b. Whenever a foreign-flag vessel is used, the USAID mission or USAID/W MS/AS/TT, as appropriate, is to annotate its records to indicate the reason for such use.



## 6 FAM 167 SHIPPING EFFECTS ON U.S.-FLAG AIRLINES

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. When shipment of effects or baggage is made by air, and U.S.-flag air service is available, such service must be used in accordance with 49 U.S.C. 1159b, unless such use would involve delays which would jeopardize the cargo (for example, vaccines) or be incompatible with the purpose of the shipment (for example, emergency medical supplies and equipment). Unaccompanied air baggage shipments need not be delayed in excess of 48 hours to make use of U.S.-flag airlines.

b. When U.S.-flag air service is not available at the point of origin of the shipment, routings will provide for transshipment at the nearest practicable interchange point to connect with U.S.-flag air service. An interchange point is not considered practicable if the shipment would be delayed in excess of 48 hours or if transshipment would jeopardize the cargo.

c. Whenever the post or the Department routes a shipment via a foreign-flag air carrier, certification similar to that appearing in 6 FAM 135 Exhibit 135.12 must be stamped on the Form SF-1103, *Government Bill of Lading*, and be completed by the authorizing officer. When the shipment is dispatched on a U.S.-flag air carrier and no routing is shown, the carrier will be responsible for certification.

d. Shipments made through international freight forwarders must comply with the above standards. Forwarders are instructed to submit with their bills a copy of the air waybill or manifest showing the air carriers utilized and justification for any use of foreign-flag air carriers where U.S.-flag air carriers provide service.

## **6 FAM 168 GENERAL PROVISIONS AFFECTING SHIPMENTS**

### **6 FAM 168.1 Advance Shipment of Effects at U.S. Government Expense**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

a. The Department of State or agency may authorize or approve the advance shipment of an employee's furniture, household and personal effects, and privately owned motor vehicle from a post to employee's place of residence, or to an intermediate storage point, prior to the issuance of separation or transfer orders to the employee when advance travel has been authorized in accordance with 6 FAM 126.2, or when it is administratively determined that it is in the best interests of the Service. In addition, the USAID mission director may authorize advance shipment of effects in connection with advance travel authorized in 6 FAM 126.2. No storage of effects shipped in advance is allowable. When advance shipment is authorized, a repayment agreement similar to that prescribed in 6 FAM 126 Exhibit 126.2-4 shall be executed by the employee.

b. The employee is liable for any costs resulting from the advance shipment of effects in excess of those costs which may be authorized subsequently; therefore, this authority should be used with extreme care.

c. The advance shipment of household effects may be authorized to the employee's separation address of record in the United States in connection with marital separation or divorce only if a legal property settlement exists or the employee otherwise agrees in writing and identifies those effects which are to be shipped as the property of the spouse. Cost-constructive shipment to any other points would be based on shipment to the employee's separation address of record in the United States. No shipment of a POV will be authorized at U.S. Government expense under this section. The employee's shipment allowances on the next travel authorization to include shipment of effects will be reduced by the amount shipped in advance. No repayment liability will exist for this advance shipment based on the employee's next authorized destination for shipment of effects. Shipment may also be authorized subsequent to the return travel of the spouse under 6 FAM 126.10 after execution of a legal property settlement or written agreement by the employee, either as advance shipment, or at the time of the employee's next authorization for shipment of effects. As this shipment is to be considered final return of effects to the United States, no further shipment of the effects transported under a legal property settlement or the

employee's written agreement will be authorized at U.S. Government expense.

## **6 FAM 168.2 Designated Packers and Shippers**

*(TL:GS-59; 10-01-1999)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

Where the Department, agency, or post has contracts or approved prices or arrangements with designated packers and shippers, payment for the services of such packers and shippers is allowable. If other firms are used at the request of the employee, the employee must pay for any excess costs involved.

## **6 FAM 168.3 Free Entry of Effects into United States**

### **6 FAM 168.3-1 Personnel Returning from Extended Duty**

*(TL:GS-84; 06-04-2002)*

*(Uniform State/USAID/Commerce/Agriculture)*

*(Foreign Service and Civil Service)*

#### **(A) Privilege**

a. U.S. Government employees who return to the United States upon termination of "assignment to extended duty," abroad may import effects free of duty under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS). This same privilege applies to returning family members who have resided with employees at such post and to any person evacuated to the United States under U.S. Government orders.

b. For a definition of "assignment to extended duty," see 19 CFR 148.74(d).

#### **(B) Notation on Travel Orders**

a. Travel orders for employees entitled to duty free entry show the employee's diplomatic title (if any) and the following:

**The personal and household effects of this employee and members of the employee's family are eligible for duty-free entry under subheading 9808.00.50, Harmonized Tariff Schedule of the United States (HTSUS) since the employee has completed an assignment of extended duty abroad.**

b. If the employee is returning to the same post for another tour of duty after home leave, the following is also to be added to the statement:

**Home leave covered by these orders is statutory leave prior to return for a new assignment to extended duty abroad.**

**(C) Limitations**

a. 19 CFR 148.74 (c) cited in 6 FAM 168 Exhibit 168.3-1, limits the amount of alcoholic beverages (and tobacco) that may be imported duty-free into the United States by persons 21 years of age and over and requires that such items accompany the person making the claim for free entry upon the person's arrival in the United States. Under no circumstances should alcoholic beverages be combined with unaccompanied baggage (see 6 FAM 147.3) or household effects for shipment under travel orders.

b. U.S. customs authorities reserve the right to examine all shipments entering the United States. If a shipment of unaccompanied baggage or household effects is found to contain alcoholic beverages, the owner will be subject to penalties by law. Neither the Department nor the agency will take action to assist the employee in such circumstances and the Department or agency will cooperate fully with the prosecuting authorities. In addition, the Department or the agency may impose administrative penalties against any employees who violate this regulation.

c. Alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not shipped in care of U.S. Despatch Agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and State taxes to the Customs authorities without the assistance of U.S. Despatch Agencies.

**6 FAM 168.3-2 Courtesy of the Port**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

High officials of the executive branch shall be extended "courtesy of the port." Under this practice, priority treatment is accorded by Customs inspectors (in those ports where such treatment can be of value), but the returning official is liable to inspection of baggage and for payment of duty on official imports over and above the normal exemption provided by law.

## **6 FAM 168.4 Prohibitions in Connection with Resignation, Retirement, or Separation**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

The U.S. Government does not pay for the cost of transporting effects (including a privately owned motor vehicle) in connection with resignation, retirement, or separation from the Service, unless the effects were the property of the employee or eligible family member while the employee was in an active duty status in the Service and did not consist, in any part, of effects or POV acquired en route to the place of residence upon separation. Certification of compliance with this section is required on the employee's travel voucher. (See 3 FAM and USAID M.O. 479.1 for provisions on eligibility for travel upon Service separation.)

## **6 FAM 168.5 Employee Responsibility for Shipment of Personally Owned Firearms and Ammunition**

*(TL:GS-59; 10-01-1999)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service and Civil Service)*

The importation provisions of the Gun Control act of 1968, which became effective on October 22, 1968, are administered and enforced by the Internal Revenue Service, Department of the Treasury. Executive Order 11432, effective October 22, 1968, transferred the importation provisions of section 414(B) of the Mutual Security Act of 1954, as amended (22 U.S.C. 1934), from the Secretary of State to the Secretary of Treasury. The Internal Revenue Service issued comprehensive regulations effective December 16, 1968, setting forth the rules governing the shipment of firearms and ammunition. The regulation governing the shipment of firearms and ammunition, entitled "Part 178—Commerce in Firearms and Ammunition" (22 CFR 178), provides:

(1) Personnel may ship to the United States any firearms or ammunition which they originally shipped from the United States provided they can prove to the satisfaction of the United States Customs officials that they possessed the firearms or ammunition in the United States. Methods of proof are:

(a) Bill-of-sale or other commercial document showing transfer of the firearms or ammunition in the United States;

(b) Registration on Customs Form 4457, *Foreign-Made Article Taken Abroad and Returned*, or on any other registration document available for this purpose;

(c) Household effects inventory or packing list prepared in the United States on outbound shipments; and

(d) A sworn statement in the form of an affidavit attested to and bearing the official seal of the consular office at the employee's post of assignment;

(2) Personnel able to meet one of the above methods of proof may have their firearms shipped back to the United States packed inside the household effects container. Ammunition must be packed separately and must not under any circumstances be included in household effects or baggage shipments;

(3) Personnel who purchase firearms or ammunition outside of the United States must arrange for importation into the United States strictly in accordance with the importation regulation (26 CFR 178.113). This applies to U.S.- as well as foreign-manufactured firearms and ammunition. There are no exemption provisions for civilian U.S. Government employees nor are there any waiver provisions;

(4) Personnel in this category must arrange for a importer or dealer located in their State of residence in the United States to handle the importation of the firearms or ammunition. For a permit, the owner must complete in triplicate, IRS Form 6, *Application and Permit for Importation of Firearms*, and forward it to the importer or dealer who will complete the application and forward it to the Internal Revenue Service, Department of the Treasury, Washington, DC. A single permit will cover one or more firearms and one or more types of ammunition;

(5) The firearms and ammunition must be shipped directly to the importer or dealer handling the importation. Under no circumstances may firearms and ammunition in this category be included in household or personal effects shipments to the United States, nor shipped separately in care of the U.S. Despatch Agent. Expenses for shipments of firearms or ammunition, including importer's fees, may be charged against the travel authorization of the employees concerned. The method of shipment must be determined by each post on the basis of available facilities.

## **6 FAM 168.6 Federal Motor Vehicle Safety Standards**

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. It is the responsibility of each employee importing a personally owned vehicle into the United States to ensure that the vehicle conforms to Federal motor vehicle safety standards (19 CFR 12.80) at the time the vehicle is imported into the United States.

b. The employee should complete Form HS-7, *Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards*, issued by the U.S. Department of Transportation, National Highway Traffic Safety Administration, and forward it to the respective U.S. Despatch Agent at the time bills-of-lading and other shipping documents are forwarded under existing procedures.

c. The National Highway Traffic Safety Administration has prepared a booklet, "Federal Motor Vehicle Safety Standards," including import regulations, which provides basic information concerning import restrictions and compliance with safety standards. Complete information as to current applicable safety standards must be obtained from the U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington, DC 20590.

## **6 FAM 169 PREPARATION AND USE OF U.S. GOVERNMENT BILL OF LADING**

### **6 FAM 169.1 Bill-of-Lading Preparation**

(TL:GS-84; 06-04-2002)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

For use and preparation of U.S. Government bills of lading (GBLs), see the General Services Administration's guide, "How to Prepare and Process U.S. Government Bills of Lading." This publication is available through the Government Printing Office (GPO) under National Stock Number 7610-00-62-6740. The accountable officer shall notify the Office of the Inspector General, Office of Investigations, if a pattern of suspected thefts emerges, such as multiple cases of missing GBLs implicating the same person or group of persons, or if other aggravating factors surround the disappearance of the GBLs.

## 6 FAM 169.2 Equal Employment Opportunity Provision

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Before any GBL is used, Special Condition 9 on the reverse side should be examined to be certain that the proper Equal Employment Opportunity (EEO) provision is contained on the white Original (Form SF-1103) and the pink Shipping Order copy (Form SF-1104). The latest version of this provision reads as follows:

**Equal Employment Opportunity Condition 9 hereof is revised as follows: The nondiscrimination clauses contained in Section 202 of Executive Order 11246 relative to equal employment opportunity for all persons without regard to race, creed, color, or national origin, and the implementing rules and regulations of the Secretary of Labor are incorporated herein.**

b. An earlier version of the GBL has on its reverse side slightly different wording of the provision, based on Executive Order 10925. This reads as follows:

**Equal Employment Opportunity Condition 9 hereof is revised as follows: The nondiscrimination clauses contained in section 301 of Executive Order 10925, as amended, relative to equal employment opportunity for all persons without regard to race, creed, color, or national origin, and the implementing rules and regulations of the President's Committee on Equal Employment Opportunity are incorporated herein to the extent the carriers are not exempted from Section 301 by the rules and regulation of the President's Committee on Equal Employment Opportunity.**

c. The latter notation shown on the GBL is sufficient. Action need not be taken to modify GBLs which already show the provision. New GBL stocks have the proper language pertaining to Condition 9 on the reverse side.

d. If the stocks presently on hand do not include either version of the Equal Employment Opportunity provision cited in this section, the notation may be inserted by typewriter, rubber stamp, or other suitable method, either on the face of the document or on the reverse side in the blank space under "Special Services Ordered" (for USAID, see HB22, Travel and Transportation).



## 6 FAM 169.3 Commercial Ocean Bills of Lading

### 6 FAM 169.3-1 Required Provision

(TL:GS-84; 06-04-2002)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Whenever commercial ocean bills of lading are used to cover shipments of U.S. Government property or personal effects moving at U.S. Government expense, the terms and conditions of the GBL (Form SF-1103) are to be included on the commercial document. The following provision must be overprinted or stamped on the commercial ocean bill of lading:

**This shipment is made under all terms and conditions of the Form SF-1103, *Government Bill of Lading*, and is subject to the terms and procedures set forth in Comptroller General of the United States Circular Letter B-150556, dated June 16, 1967.**

b. Compliance with this provision is mandatory for U.S.-flag carriers and should be enforced to the extent possible when commercial ocean bills-of-lading are issued by foreign-flag carriers. These provisions cannot be applied against foreign-flag carriers without their concurrence.

c. A copy of the Comptroller General's Circular Letter B-150556 (6 FAM 169 Exhibit 169.3-1) may be given, upon request, to any carrier unfamiliar with its terms.

### 6 FAM 169.3-2 Payment

(TL:GS-84; 06-04-2002)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

a. Ocean carriers may be paid either when the vessel has arrived at the destination port, or at the port of origin 30 days after the cargo has been loaded aboard the vessel, whichever is earlier. In order for the certifying and disbursing officer to determine the proper date of payment, the ocean carrier shall indicate on the face of the Form SF-1113, *Public Voucher for Transportation Charges*:

(1) The date of arrival at destination; or

(2) The loading date. Billings presented in compliance with this section are to be processed expeditiously. The ocean carrier is not required to support its billing with a consignee's certificate of delivery. Payments made under this procedure are subject to adjustment if determination is made that cargo is lost or damaged, or has not been delivered to the destination

specified in the bill-of-lading contracts; and the budget and fiscal officer is advised.

b. Each U.S. Government office or Foreign Service post that arranges for ocean carriage is required to establish a reasonable numbering system for the payment and control of commercial ocean bills-of-lading to prevent duplicate payments and to simplify the task for personnel involved with accounting, certifying, and disbursing. For example, the New York U.S. Despatch Agency might annotate ocean bills-of-lading covering shipments commencing each fiscal year with DA/NY-1, DA/NY-2, etc., and Embassy Beirut might use EM/Beirut-1, EM/Beirut-2, etc.

**6 FAM 162 Exhibit 162**  
**PAYMENT OF GENERAL AVERAGE**  
**CONTRIBUTIONS IN CONNECTION WITH**  
**TRANSPORTATION OF EFFECTS**  
**(5 U.S.C. 5732)**

*(TL:GS-59; 10-01-1999)*

Executive Order No. 10614, May 25, 1955, 20 F.R. 3699, provides:

Sec. 1. Definitions. As used in these regulations:

(a) The term “military personnel” means members and former and deceased members of the uniformed services as defined in section 102 of the Career Compensation Act of 1949 (63 Stat. 804) [now section 101 of Title 37].

(b) The term “civilian employees” means civilian officers and employees of a department, including Foreign Service personnel, and former and deceased civilian officers and employees.

(c) The terms “military personnel” and “civilian employees” shall also include those individuals enumerated under the term “person” as defined in section 1 of the Missing Persons Act, as amended [section 1001 of Title 50].

[**NOTE:** “Employee” as defined in 5 U.S.C. 5561 would replace the reference in section 1(c) to “person” as defined in 50 U.S.C. 1001.]

(d) The term “department” means an executive department, independent establishment, or other agency of the Federal Government, including wholly owned or controlled Government corporations.

(e) The term “general-average contribution” means the contribution by all parties to a sea venture (1) to make good the loss sustained by any one of their number on account of voluntary sacrifices made of part of the ship or cargo to save the residue or the lives of those on board from impending peril, or (2) for extraordinary expenses necessarily incurred for the common benefit and safety of all.

(f) The term “household goods” means such baggage, household goods, and effects, including privately owned automobiles and professional books, papers, and equipment, of military personnel and civilian employees as are authorized to be transported at Government expense by law or regulation pursuant to law.

## **Continuation—6 FAM 162 Exhibit 162**

Sec. 2. Allowance of general-average contributions. Whenever military personnel or civilian employees of a department are liable for general-average contributions arising out of shipments of household goods (as defined in Section 1(f) hereof), authorized or approved under law or regulations pursuant to law, disbursements shall be made, under rules and regulations prescribed by the head of the department concerned, from appropriations chargeable for the transportation of baggage and household goods and effects (a) for the payment of the general-average contributions for which such military personnel or civilian employees are liable, or (b) for the reimbursement of such military personnel or civilian employees in the amounts of their general-average liability paid by them and for which receipts are furnished, subject to the limitations set forth in Section 3 hereof.

Sec. 3. Limitations. The provisions of Section 2 hereof shall not apply.

(a) In case the shipment of household goods is made under law or regulation pursuant to law which provides for reimbursement to the military person or civilian employee concerned on a commuted basis in lieu of payment by the Government of the actual costs of the shipment; or

(b) In case the military person or civilian employee concerned has himself selected the means of shipment; or

(c) To quantities of household goods (excluding automobiles) shipped in excess of quantities authorized to be transported by law or regulation pursuant to law. In any case of such excess shipment, the liability of the Government for the employee's general-average contribution shall not exceed the proportion that the applicable limitation, by weight or volume, bears to the total quantity, by weight or volume, of the household goods shipped.

Sec. 4. Effective date. This order shall be effective in any case in which the loss involved occurs, or has occurred, on or after June 4, 1954.

**6 FAM 162 Exhibit 162.3-2**  
**LIST OF ARTICLES AND**  
**AVERAGE ESTIMATED NET WEIGHTS FOR**  
**ESTIMATING NET WEIGHT OF EMPLOYEES'**  
**EFFECTS TO BE SHIPPED OR STORED**

(TL:GS-59; 10-01-1999)

Article	Average Cubic Feet Per Piece	Average Estimated Net Weight
<b>Living Room</b>		
Bench (fireplace or piano type)	5	35
Bookcase	20	125
Bookshelves, sectional	3	25
Cabinet, music	10	50
Chair, occasional	15	90
Chair, overstuffed	25	50
Chair, rocker	12	50
Chair, straight	5	20
Chair with arms	10	50
Clock, grandfather	20	100
Desk, secretary	35	200
Desk, small	22	100
Desk, Winthrop	22	100
Fireplace equipment	5	35
Hide-a-bed	50	350
Lamp, floor	3	20
Pad for large rug	8	40
Pad for small rug	3	15
Phonograph (table model or portable)	3	25
Piano, baby grand	50	500
Piano, concert grand	125	1,000
Piano, parlor grand	100	800
Piano, spinet	40	350
Piano, upright	75	650
Rack, magazine	2	15
Radio, portable	2	10
Radio, table	2	15

**Continuation—6 FAM 162 Exhibit 162.3-2**

Rug, large	10	70
Rug, small	3	20
Sofa, 2-cushion	35	245
Sofa, 3-cushion	50	350
Stand for telephone and chair	5	35
Stool, foot	2	10
Studio couch	50	300
Table (coffee, end, or nest)	5	35
Table, dropleaf	12	85
Table, library	20	150
Table, occasional	12	85
Television, combination (radio or phonograph)	25	175
Television, console	15	105
Television, portable	S	40
Television, table model	10	70
<b>Dining Room</b>		
Bar, portable	15	100
Buffet	30	210
Cabinet, corner	20	140
Cart, tea	10	50
Chair, straight	5	35
Chinaware, in carton or dish-pack, per cubic foot	1	12
Closet, china	25	175
Pad for large rug	8	40
Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Server	15	100
Table, extension type	30	210
<b>Bedroom</b>		
Bed, bunk (set of 2, including spring and mattress)	70	300
Bed, double (including spring and mattress)	60	300
Bed, hollywood (including spring and mattress)	40	200
Bed, king-size (including spring and mattress)	70	400
Bed, single (including spring and mattress)	40	200
Bench for dresser	4	30
Bench for vanity table	4	25
Chair, boudoir	10	40
Chair, rocker	5	25
Chair, straight	5	20
Chaise longue	25	75

**Continuation—6 FAM 162 Exhibit 162.3-2**

Chest of drawers	25	175
Chiffonier	25	175
Dresser	25	175
Dresser, vanity	20	175
Pad for large rug	8	40
Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Table, night	5	35
Wardrobe, large	40	280
Wardrobe, small	20	140
<b>Nursery</b>		
Bassinet	5	35
Bed, youth	30	150
Chair, child's	3	20
Chair, high	5	25
Chest of drawers	12	85
Chest, toy	5	25
Crib, baby	10	70
Pad for large rug	8	40
Pad for small rug	3	15
Playpen	10	35
Rug, large	10	70
Rug, small	3	20
Table, child's	5	35
<b>Kitchen</b>		
Bin, vegetable	3	15
Board, ironing	2	15
Cabinet, kitchen	30	200
Cabinet, utility	10	70
Chair to a breakfast suite	5	25
Roaster	5	35
Stool	2	10
Table, breakfast	10	70
Table, utility	5	35
<b>Miscellaneous</b>		
Basket, clothes	5	25
Bed, day	30	210
Bed, roll-away	20	140
Bicycle	10	50

**Continuation—6 FAM 162 Exhibit 162.3-2**

Cabinet, filing	20	140
Cage and stand for a bird	5	35
Can, trash	7	15
Carriage, baby	20	75
Carriage, doll or folding	5	35
Carton, clothing	3	40
Carton, linens	5	65
Carton of books, per cubic foot	1	25
Clothes hamper	5	10
Fan, electric	5	35
Golf bag with clubs	2	40
Heater, gas or electric	5	35
Hose, garden (and tools)	10	70
Incinerator	10	70
Ladder, extension	15	45
Ladder, step	10	25
Lamp shades	10	20
Mower, hand	5	35
Mower, power	15	75
Sled	2	15
Tools, chest of	10	100
Tricycle	5	35
Trunk, footlocker	6	50
Trunk, steamer	10	70
Trunk, wardrobe	15	10S
Vacuum cleaner	5	35
Wagon, child's	5	35
Wheelbarrow	8	50
<b>Appliances</b>		
Air conditioner, window	30	210
Dehumidifier	10	60
Dishwasher	20	140
Dryer, electric or gas	25	175
Freezer (10 cubic feet or less)	30	210
Freezer (11 to 15 cubic feet)	45	315
Freezer (16 cubic feet and over)	60	420
Mangle	12	85
Range, electric or gas	30	210
Refrigerator (6 cubic feet or less)	30	210
Refrigerator (7 to 10 cubic feet)	45	315
Refrigerator (11 cubic feet and over)	60	420
Sewing machine	10	100
Sewing machine, portable	2	25
Washing machine	25	200



**Continuation—6 FAM 162 Exhibit 162.3-2****Porch, Outdoor Furniture, and Equipment**

Bath, bird	5	35
Bench, picnic	5	35
Box, sand	10	50
Chair, lawn	5	35
Chair, porch	10	35
Glider	20	140
Grill or barbecue, portable	10	40
Gym set, outdoor, child's	20	140
Racks, dryer, outdoor	5	15
Rocker, swing	10	70
Rug, large	10	70
Rug, small	3	20
Settee	20	100
Slide, outdoor, child's	10	70
Swing, outdoor	30	210
Table, picnic	20	140
Table, utility	10	70
Umbrella, outdoor	5	35

## 6 FAM 163 Exhibit 163.3

### CONSUMABLES POSTS

(TL:GS-91; 10-07-2002)

Personnel at the following posts are authorized shipment of additional consumables to post:

Abuja	Georgetown	Niamey
Accra	Grenada	Nouakchott
Addis Ababa	Guangzhou	Ouagadougou
Algiers	Hanoi	Paramaribo
Almaty	Havana	Phnom Penh
Antananarivo	Ho Chi Minh City	Port au Prince
Apia	Kabul	Port-of-Spain
Ashgabat	Kampala	Praia
Asmara	Kathmandu	Pyong Yang
Baku	Khartoum	Rangoon
Bamako	Kiev	Riga
Bangui	Kigali	Sanaa
Belgrade	Kinshasa	Sao Tome
Bishkek	Kishinev	Shanghai
Bucharest	Kolonia	Shenyang
Bujumbura	Krakow	Skopje
Calcutta	La Paz	Sofia
Chengdu	Libreville	St. Petersburg
Chennai	Lilongwe	Tallinn
Chisinau	Lome	Tashkent
Colombo	Luanda	Tbilisi
Conakry	Lusaka	Tirana
Cotonou	Madras	Ulaanbaatar
Damascus	Majuro	Victoria
Dar es Salaam	Maputo	Vilnius
<i>Dili</i>	Minsk	Vladivostok
Djibouti	Monrovia	Yaounde
Douala	Mumbai	Yekaterinburg
Dushanbe	Nairobi	Yerevan
Freetown	N'Djamena	

Personnel assigned to the following posts are granted consumables shipments from Bangkok only to post:

Udorn

# **6 FAM 164 Exhibit 164.2-3**

## **SAMPLE TEXT OF TELEGRAPHIC NOTIFICATION OF SHIPMENT EN ROUTE**

*(TL:GS-85; 06-26-2002)*

UNCLASSIFIED

R 241519Z JUN 87 ZEX  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS

UNCLAS STATE 194791

INFORM CONSULS

E.O. 12958: N/A  
TAGS: ATRN  
SUBJECT: TELEGRAPHIC NOTIFICATION OF SHIPMENT ENROUTE

1. EMPLOYEE'S NAME AND SSN
2. SHIPMENT DESCRIPTION
3. SHIPMENT DESCRIPTION
4. FROM: (POINT OF SHIPMENTS ORIGINATION) TO: (FINAL  
DESTINATION AS SHOWN IN THE TRAVEL AUTHORIZATION)
5. FISCAL DATA (FOR OTHER THAN STATE DEPARTMENT SHIPMENTS,  
ADD TRAVEL AUTHORIZATION NUMBER)
6. NUMBER OF PIECES
7. AGENCY
8. SHIPMENT NUMBER
9. GROSS WEIGHT
10. NET WEIGHT
11. TOTAL CUBE
12. VOYAGE OR FLIGHT NUMBER
13. DEPARTURE DATE AND ETA TO DESTINATION PORT
14. NAME OF VESSEL, AIRLINE
15. SHIPPING LINE
16. PORT OR AIRPORT OF DISCHARGE
17. CONTAINER NUMBER
18. OBL OR AWB NUMBER
19. POINT OF CONTACT IN THE UNITED STATES: NAME, TELEPHONE  
NUMBER
20. OTHER REMARKS

PLEASE SEND THE TELEGRAMS AS CLOSE TO THE ACTUAL DEPARTURE  
AS POSSIBLE. HHE AND POVS OFTEN ARRIVE WITHOUT ANY  
NOTIFICATION AND DELAY ANY ONFORWARDING. THANK YOU FOR  
YOUR ASSISTANCE.

## Continuation—6 FAM 164 Exhibit 164.2-3

NOTE:

1. ITEM #1: ENTER N/A IF THE SHIPMENT IS FOR OFFICIAL SUPPLIES AND/OR EQUIPMENT RATHER THAN A PERSONAL PROPERTY SHIPMENT.
2. ITEM #13: "DEPARTURE DATE" REFERS TO THE DATE THE TRANSPORTATION COMPANY (LAND/SEA/AIR) RECEIVED THE SHIPMENT. IN THE CASE OF A STEAMSHIP COMPANY, IT REFERS TO THE DATE THE SHIPMENT WAS LOADED ABOARD THE VESSEL (OBL DATE). IN THE CASE OF AN AIRLINE OR TRUCK SHIPMENT, IT REFERS TO THE DATE THE SHIPMENT WAS PICKED UP OR DELIVERED TO THE AIR CARRIER OR FREIGHT FORWARDER. "DEPARTURE DATE" DOES NOT REFER TO THE DATE THE SHIPMENT LEFT THE POINT OF ORIGIN.

POWELL  
YY

UNCLASSIFIED

## 6 FAM 164 Exhibit 164.3

### COMPUTATION OF COST BY PACK-AND-CRATE METHOD

(TL:GS-59; 10-01-1999)

Under the conventional pack-and-crate method, the charges for various segments of the movement are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing the costs of through bill-of-lading shipments to that of a conventional pack-and-crate shipment.

A review should be made of all shipments export-packed during a recent period to ascertain the total net weight, gross weight, cubic measurement, and cost. If the basis for the packing charge is other than per 100 pounds net weight, the cost per 100 pounds net weight can be computed by dividing the total net weight into the total cost.

The net weight and gross weight are defined in 6 FAM 162.3-2. The tare weight is the gross weight minus the net weight. The tare ratio, which is the percentage of the tare weight to the net weight, is obtained by dividing the tare weight by the net weight. The number of pounds gross weight in a cubic foot may be obtained by dividing the gross weight by the number of cubic feet.

#### EXAMPLE

Conversion factors developed from post records:  
100 pounds net weight = 138 pounds gross weight (38% tare ratio);  
there are 9.2 pounds of gross weight contained in 1 cubic foot.

Origin Costs	Cost Per 100 Pounds Net
Export packing charged at \$12 per 100 pounds net weight, including cost of local hauling and cost of containers: 100 lbs. net weight (1 x \$12.00)	\$12.00
Inland freight to port-of-origin charged at \$4 per 100 pounds gross weight: 138 lbs. x \$4.00	5.52
Port charges at origin at \$3 per ton (2,000 pounds) of gross weight: (\$3.00 divided by 2,000 lbs.) x 138 = .2070	.21

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**Continuation—6 FAM 164 Exhibit 164.3**

<b>Origin Costs</b>	<b>Cost Per 100 Pounds Net</b>
Ocean Transportation	
Ocean freight charged at \$60 per 40 cubic feet: (\$60.00 divided by 40 cu. ft.) x (138 lbs. divided by 9.2 lbs.)	\$22.50
Destination Costs	
Port charges at destination at \$.03 per cubic foot: (138 lbs. divided by 9.2 lbs.) x \$.03	.45
Inland freight from port-of-destination charged at 138 lbs. x \$.94 = \$1.297	1.30
Local delivery and unpacking at final destination charged at \$2.50 per 100 pounds gross weight: 138 lbs. x \$2.50	<u>3.45</u>
Total cost per 100 pounds net weight	\$45.43

## 6 FAM 164 Exhibit 164.3-4

### POSTS TO WHICH THROUGH BILL-OF-LADING SERVICE IS NOT TO BE USED

*(TL:GS-59; 10-01-1999)*

The posts listed below request that through bill-of-lading (residence-to-residence) service not be used as a method of shipping household goods or personal effects to posts due to local difficulties or administrative actions specifying particular shipping procedures.

Abidjan, Cote d'Ivoire	Kinshasa, Zaire
Addis Ababa, Ethiopia	Krakow, Poland
Algiers, Algeria	Lagos, Nigeria
Amman, Jordan	Lahore, Pakistan
Bangui, Central African Republic	La Paz, Bolivia
Belgrade, Yugoslavia	Lubumbashi, Zaire
Belize City, Belize	Malabo, Equatorial Guinea
Berlin, Germany	Maracaibo, Venezuela
Bombay, India	Maseru, Lesotho
Bujumbura, Burundi	Matamoros, Mexico
Calcutta, India	Mazatlan, Mexico
Cape Town, South Africa	Mbabane, Swaziland
Caracas, Venezuela	Merida, Mexico
Ciudad Juarez, Mexico	Mexico, D.F., Mexico
Colombo, Sri Lanka (Ceylon)	Monterrey, Mexico
Cotonou, Benin	N'Djamena, Chad
Dakar, Senegal	Niamey, Niger
Dhaka, Bangladesh	Nuevo Laredo, Mexico
Douala, Cameroon	Ouagadougou, Burkina-Faso
Durban, South Africa	Panama, Panama
Gaborone, Botswana	Peshawar, Pakistan
Guadalajara, Mexico	Port-au-Prince, Haiti
Hermosillo, Mexico	Poznan, Poland
Islamabad, Pakistan	Pretoria, South Africa
Istanbul, Turkey	Rabat, Morocco
Johannesburg, South Africa	Rangoon, Burma
Kabul, Afghanistan	Sanaa, Yemen Arab Republic
Kaduna, Nigeria	Santiago, Chile
Karachi, Pakistan	Tijuana, Mexico
Kathmandu, Nepal	Warsaw, Poland
Khartoum, Sudan	Yaounde, Cameroon
Kingston, Jamaica	Zagreb, Yugoslavia

**6 FAM 164 Exhibit 164.4-1**  
**CONSIGNMENTS FOR SHIPMENTS DESTINED**  
**FOR THE UNITED STATES**

*(TL:GS-59; 10-01-1999)*

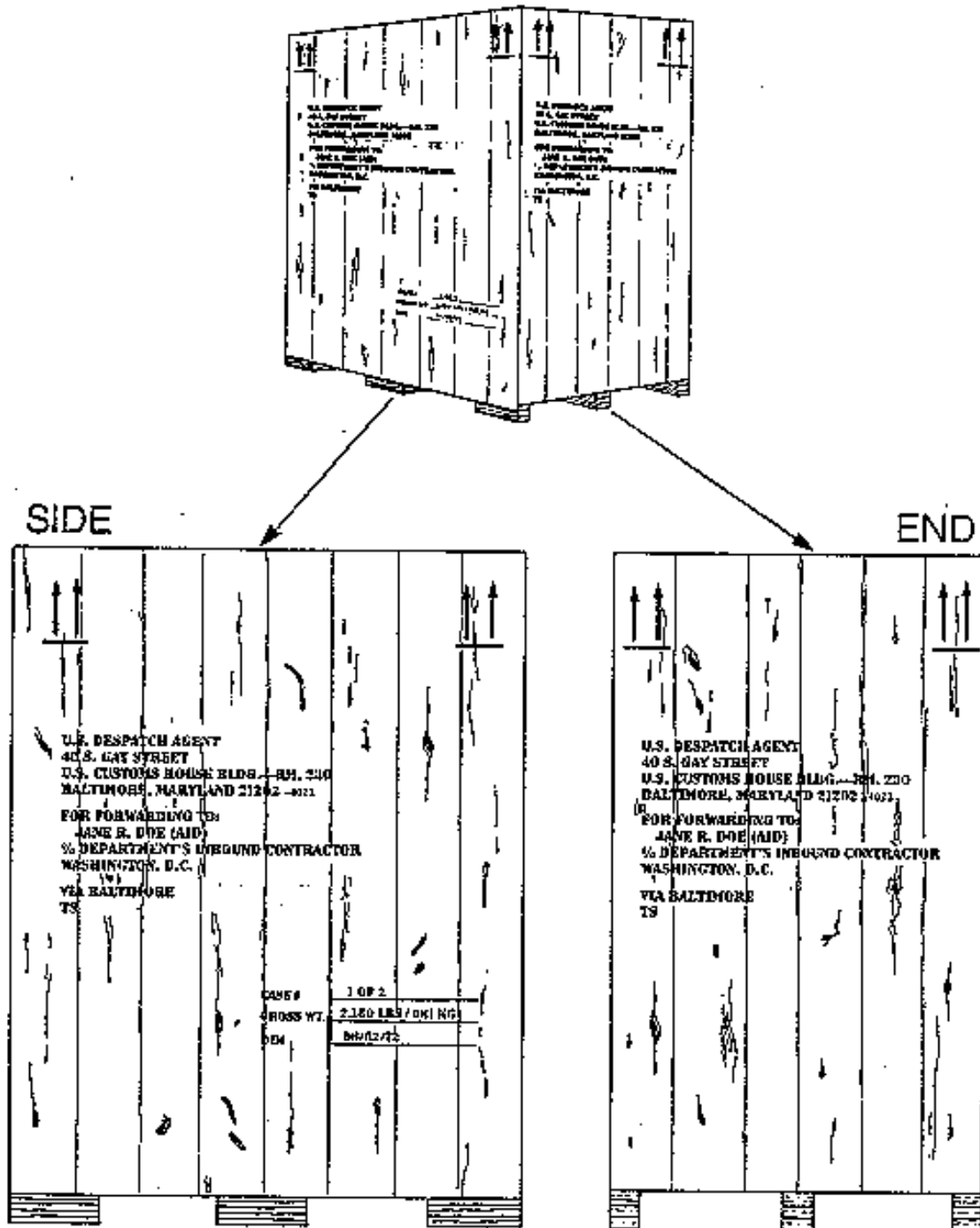
<b>Port of Discharge</b>	<b>Consignee</b>
All Atlantic coast ports, except Baltimore, Norfolk, and all ports in North Carolina, South Carolina, and Florida.	U.S. Despatch Agent Parkway Towers, Bldg. B 485B, U.S. Route 1, South Iselin, New Jersey 08830-3013 [Tel: 732-855-8880]
Baltimore, Norfolk, and ports in North Carolina and South Carolina.	U.S. Despatch Agent Room 125, 2200 Broening Highway Baltimore, Maryland 21224 [Tel: 410-631-0043]
All ports in Florida and the Gulf of Mexico.	U.S. Despatch Agent P.O. Box 522396 Miami, Florida 33152-2396 [Tel: 305-526-2906]
All Pacific coast ports.	U.S. Despatch Agent 2800 S. 192nd St., Suite 108 Seattle, Washington 98188 [Tel: 206-764-3805]



Continuation—6 FAM 164 Exhibit 164.4-1

# SHIPMENT ILLUSTRATIONS

## Lift Van Markings



**Continuation—6 FAM 164 Exhibit 164.4-1**

**Consignment Markings—Household Effects (HHE) Going  
From West Africa to the Washington, DC Area**

**U.S. DESPATCH AGENT  
2200 BROENING HWY. RM 125  
BALTIMORE, MD. 21224  
TEL: (AREA 410) 631-1500**

**FOR FORWARDING TO:  
JANE R. DOE (USAID)  
C/O DEPARTMENT'S INBOUND CONTRACTOR  
WASHINGTON, DC**

**VIA BALTIMORE  
TS**

**Consignment Markings—Household Effects (HHE) Going  
From the Philippines to San Francisco**

**U.S. DESPATCH AGENT  
2800 S. 192ND ST. ROOM 108  
SEATTLE, WA 98188-5163**

**FOR FORWARDING TO:  
DONALD R. WATSON (USAID)  
C/O DEPARTMENT'S INBOUND CONTRACTOR  
SEATTLE, WASHINGTON**

**Consignment Markings—Household Effects (HHE) Going  
From South Africa to Waco, Texas**

**U.S. DESPATCH AGENT  
P. O. BOX 522396  
GENERAL MAIL FACILITY  
MIAMI, FLORIDA 33152-2396**

**FOR FORWARDING TO:  
EVELYN DUNNING (USAD)  
123 MAIN STREET  
WACO, TEXAS**

**VIA HOUSTON**

**Continuation—6 FAM 164 Exhibit 164.4-1**

**Consignment Markings—  
UAB Shipment Ending at JFK International Airport  
(Final Destination Is San Francisco)**

**U.S. DESPATCH AGENT  
JFK INTERNATIONAL AIRPORT  
IAB, ROOM 2214  
JAMAICA, NEW YORK 11430**

**FOR FORWARDING TO:  
SUZANNE D. GIBSON (USAID)  
c/o DEPARTMENT'S INBOUND CONTRACTOR  
SEATTLE, WASHINGTON**

The post consigns, marks, and prepays the shipment to the New York Despatch Agent at the DA's JFK Liaison Office. (The shipment enters the United States and ends at this airport.)

The post sends the shipment prepaid only as far as JFK Airport. The DA's Liaison Office clears the shipment through U.S. Customs and makes all arrangements to send the effects on to:

**Consignment Markings—  
UAB Shipment Ending at Washington's Dulles International Airport  
(Final Destination Is Washington, DC)**

**A/LM/OPS/TD  
DEPARTMENT OF STATE  
WASHINGTON, DC**

**FOR FORWARDING TO:  
ROBERT R PROVINDER (USAID)  
c/o DEPARTMENT'S INBOUND CONTRACTOR**

The Department's Liaison Office at Dulles International Airport will clear the shipment through U.S. Customs. Unless the post has provided a delivery address on the air waybill, the Dulles Liaison Office will give the UAB to the Department's Inbound Contractor to hold.

**Continuation—6 FAM 164 Exhibit 164.4-1**

**Consignment Markings—  
Household Effects (HHE)  
Going to Washington, DC-Transshipping through ELSO**

**U.S. DESPATCH AGENT  
AMERICAN EMBASSY OFFICE (ELSO)  
NOORDERLAAN 147, BUS 12A  
2030 ANTWERP, BELGIUM**

**FOR FORWARDING TO:  
JOHN Q. PUBLIC (USAID)  
c/o DEPARTMENT'S INBOUND CONTRACTOR  
WASHINGTON, DC**

**TS**

## **6 FAM 164 Exhibit 164.4-5**

### **U.S. AIR GATEWAYS**

*(TL:GS-59; 10-01-1999)*

<b>U.S. Despatch Agent or U.S. Gateway</b>	<b>Office to Be Notified</b>
New York and all other Atlantic coast gateways except Washington, DC, Maryland, Virginia, and Miami.	U.S. Despatch Agent J.F.K International Airport Room 2114 Jamaica, New York 11430 [Tel: 718-553-1692]
Miami, New Orleans, and other Gulf gateways.	U.S. Despatch Agent P.O. Box 522396 General Mail Facility Miami, Florida 33152-2396 [Tel: 305-526-2905]
San Francisco and other Pacific coast gateways (except for shipment destined for the Washington, DC, Maryland, and Virginia areas carried on Northwest Orient Airlines' flights which terminate at Dulles International Airport).	U.S. Despatch Agent 2800 S. 192nd St., Room 108 Seattle, Washington 98188-5163 [Tel: 206-764-3805]
Washington, DC, Maryland, and Virginia arriving at Dulles International Airport (consignees only).	Travel and Transportation Management Division, Operations Branch A/LM/OPS/TTM/TO U.S. Department of State Washington, DC 20520-1244 [Tel: 703-285-2374/2383]

## **6 FAM 165 Exhibit 165.2**

### **POSTS THAT REQUIRE BOXING OF VEHICLES**

*(TL:GS-59; 10-01-1999)*

#### **Posts**

Bangui, Central African Republic

Bujumbura, Burundi

Dar es Salaam, Tanzania

Douala, Republic of Cameroon

Khartoum, Sudan

La Paz, Bolivia

Lilongwe, Malawi

Lubumbashi, Zaire

Malabo, Equatorial Guinea

Mogadishu, Somalia

Yaounde, Republic of Cameroon

## 6 FAM 165 Exhibit 165.9-2 POSTS GRANTED EXCEPTIONS

(TL:GS-84; 06-04-2002)

**NOTE:** Shipments of all foreign-made, foreign-purchased motor vehicles to the United States must meet all the Environmental Protection Agency (EPA) and Department of Transportation's regulations.

Posts granted exceptions to the restriction on shipment of foreign-made, foreign-purchased, privately owned vehicles to the United States at U.S. Government expense are as follows:

a. Operation of a right-hand vehicle only:

Canberra	Perth	Valletta
Melbourne	Port Louis	

b. Parts and services not available for U.S. vehicles:

Abidjan	Beijing	Budapest
Accra	Beirut	Bujumbura
Addis Ababa	Belfast	Cairo
Alexandria	Belgrade	Calcutta
Algiers	Belo Horizonte	Cape Town
Alma Ata	Berlin	Casablanca
Amman	Bern	Cebu
Amsterdam	Bilbao	Chengdu
Antananarivo	Bishkek	Chiang Mai
Antwerp	Bissau	Chisinau
Apia	Bombay	Colombo
Ashgabat	Bonn	Conakry
Baghdad	Bordeaux	Copenhagen
Baku	Brasilia	Cotonou
Bamako	Bratislava	Dakar
Bandar Seri Begawan	Brazzaville	Damascus
Bangkok	Bridgetown	Dar es Salaam
Bangui	Brisbane	Dhaka
Banjul	Brussels	Djibouti
Barcelona	Bucharest	Douala

**Continuation—6 FAM 165 Exhibit 165.9-2**

Dublin	Kiev	Mogadishu
Durban	Kigali	Mombasa
Dushanbe	Kinshasa	Monrovia
Dusseldorf	Kolonia	Moroni
Edinburgh	Koror	Moscow
Florence	Krakow	Munich
Frankfurt	Kuala Lumpur	Muscat
Freetown	Lagos	Naha
Fukuoka	Lahore	Nairobi
Gaborone	Libreville	Naples
Geneva	Lilongwe	N'Djamena
Genoa	Lisbon	New Delhi
Georgetown	Lome	Niamey
Guangzhou	London	Nice
Hague, The	Lubumbashi	Nicosia
Hamburg	Lusaka	Nouakchott
Hamilton	Luxembourg	Oporto
Harare	Lyon	Oran
Helsinki	Madras	Osaka-Kobe
Hong Kong	Madrid	Oslo
Honiara	Majuro	Ouagadougou
Ibadan	Malabo	Palermo
Islamabad	Managua	Paris
Jakarta	Manila	Peshawar
Johannesburg	Maputo	Phnom Penh
Kabul	Marseilles	Ponta Delgada
Kaduna	Martinique	Port Moresby
Kampala	Maseru	Port of Spain
Kano	Mbabane	Porto Alegre
Karachi	Medan	Poznan
Kathmandu	Milan	Prague
Khartoum	Minsk	Praia



**Continuation—6 FAM 165 Exhibit 165.9-2**

Pretoria	Shanghai	Tokyo
Rabat	Shenyang	Trieste
Rangoon	Singapore	Tripoli
Recife	Sofia	Turin
Reykjavik	Songkhla	Tunis
Riga	St. Petersburg	Udorn
Rio de Janeiro	Strasbourg	Victoria
Rome	Stuttgart	Vienna
St. George's	Surabaya	Vientiane
Salzburg	Suva	Vilnius
Sanaa	Sydney	Warsaw
Sao Paulo	Tallinn	Yaounde
Sapporo	Tangier	Yerevan
Sarajevo	Taskhent	Zagreb
Seville	Tirana	Zurich

## **6 FAM 168 Exhibit 168.3-1**

### **IMPORTING PERSONAL AND HOUSEHOLD EFFECTS**

*(TL:GS-59; 10-01-1999)*

19 CFR 148.74 through 148.77 provides for free entry of personal and household effects as follows:

Section 148.74 Exemption on termination of assignment to extended duty or on evacuation.

(a) Exemption. With the limitation on alcoholic beverages and tobacco products provided in paragraph (c) of this section, entry free of duty and tax under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), may be accorded personal and household effects of:

(1) Any person in the service of the United States who returns to the United States upon the termination of assignment to extended duty at a post or station outside the Customs territory of the United States;

(2) Members of his family who have resided with him at such post or station and are returning upon the termination of his assignment; or

(3) Any person evacuated to the United States under U.S. Government orders or instructions.

(b) Applicability of exemption. The term "personal effects" as used in subheading 9805.00.50, HTSUS, is not confined to that class of articles described in subheading 9804.00.20, HTSUS, nor is any period of use, such as is prescribed by subheading 9804.00.05, HTSUS, applicable to household effects entered under subheading 9805.00.50, HTSUS. The privilege of free entry under subheading 9805.00.50, HTSUS, does not apply to:

(1) Articles imported for sale, or for the account of any person not specified in subheading 9805.00.50, HTSUS; or

(2) Articles which have not been in the direct personal possession of the claimant, or a member of his household, while abroad.

(c) Limitation on alcoholic beverages and tobacco products. A total of not more than 4 liters of alcoholic beverages and not more than 100 cigars shall be accorded free entry under subheading 9805.00.50, HTSUS, subject to the conditions that:

## **Continuation—6 FAM 168 Exhibit 168.3-1**

(1) These articles accompany the person making the claim for free entry upon his arrival in the United States;

(2) Not more than 1 liter of any such alcoholic beverages shall have been distilled or otherwise manufactured and bottled in any place other than the United States or its possessions;

(3) Such individual has not concurrently claimed exemptions as a returning resident under subheadings 9804.00.65 and 9804.00.70, HTSUS; and

(4) Such person, if other than one in the service of the United States, shall have attained the age of 21.

(d) Termination of assignment to extended duty. The requirement of subheading 9805.00.50, HTSUS, that the person "returns to the United States upon the termination of assignment to extended duty" shall be considered met upon the necessary proof being submitted that any one of the following is applicable:

(1) The person is returning upon the termination of a tour of duty outside the Customs territory of the United States of at least 140 days' duration;

(2) The person is returning after the termination of an assignment under permanent change of station orders to duty at a post or station outside the Customs territory of the United States, regardless of the duration of the duty. A crew member, including a member of a command, serving on a United States naval vessel when it departs from the United States on an intended deployment of 120 days or more outside the Customs territory of the United States and who continues to serve on the vessel until it returns to the United States may be considered as returning after the termination of an assignment of duty under permanent change-of-station orders;

(3) The person is returning to the United States upon the termination of a tour of duty at any time after leaving the United States for duty of not less than 140 days outside the Customs territory of the United States; and

(4) The person, although not returning to the United States, is ordered by the U.S. Government agency involved from duty at a post or station outside the Customs territory of the United States to duty at another post or station outside the Customs territory of the United States necessitating the return to the United States of his personal and household effects.

**Continuation—6 FAM 168 Exhibit 168.3-1**

Section 148.75 Persons ineligible for exemption on termination of assignment.

(a) Persons returning from temporary assignment. No person, or member of his family, shall be allowed free entry of personal and household effects under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), where the person returns to the United States pursuant to U.S. Government orders or instructions which authorized him initially to proceed to a foreign post or station and return to the United States upon termination of temporary duty, except as it may otherwise be deemed proper in accordance with the provisions of Section 148.74(d) or Section 148.76.

(b) Persons returning on leave or before termination of extended duty assignment. A person returning on leave, other than on re-employment leave at the termination of assignment to extended duty as defined in Section 148.74(d), or otherwise returning before the termination of an assignment to extended duty outside the Customs territory of the United States, with or without orders covering the return, is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

(c) Person returning on temporary duty assignment. A person returning to the United States under orders on temporary duty assignment at the termination of which he is returned to his duty station abroad to resume his regular duties is not regarded as returning to the United States at the termination of extended duty outside the Customs territory of the United States and is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

Section 148.76 Waiver of requirements or limitations.

In any case in which the limitation on the quantity of alcoholic beverages and tobacco products which may be exempted from duty and tax under Section 148.74(c) or the failure of the person to meet the requirements that he be returning upon the termination of assignment to "extended duty," as explained in Section 148.74(d), will cause undue hardship to the person through no fault of his own, but rather because of the nature of his assignment or other hardship circumstances, the Commissioner of Customs, upon receipt of a request from the U.S. Government agency involved, may waive the limitation or the requirement, as the case may be, if he deems such waiver warranted by the facts.

## **Continuation—6 FAM 168 Exhibit 168.3-1**

Section 148.77 Entry of effects on termination of assignment to extended duty, or on evacuation.

(a) General procedure. All articles for which free entry is claimed under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), shall be entered or withdrawn in accordance with the requirements prescribed by the Tariff Act of 1930, as amended. District directors shall be satisfied in all cases that the articles for which free entry is claimed under subheading 9805.99.50, HTSUS, are personal and household effects of the importer entitled to the benefits of subheading 9805.00.50, HTSUS, particularly in those cases where the quantity of effects imported may appear to be unreasonable for personal or household use. No invoice shall be required for articles accorded free entry under this provision.

(b) Declaration and entry—

(1) Person entitled to exemption. Declaration and entry for articles claimed to be exempt from duty and tax under subheading 9805.00.50, HTSUS (19 U.S.C. 1202), may be made on Customs Form 6061, or Department of Defense Form DD-1252 when entry is made in the name of the person who is entitled to the benefits of the exemption. The date of the person's last departure from the United States shall be indicated on the declaration and entry;

(2) Designated official. Customs Form 6061, executed on behalf of the owner of unaccompanied personal and household effects by either a United States Despatch Agent or a designated responsible military official in his own name, may be accepted by the Customs officer as the declaration and entry if there is a valid reason evident from the owner's travel orders or information at hand why the United States Government agency concerned is unable to present Department of Defense Form DD-1252 or Customs Form 6061 executed by the owner. The date of the owner's last departure from the United States need not be indicated on the form. The following statement shall be added across the face or to the back of Customs Form 6061:

## Continuation—6 FAM 168 Exhibit 168.3-1

This form is completed on behalf of:

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(Name of Government employee)

Travel orders and information on hand in this office show that the named person has met all requirements of Section 148.74 of the Customs Regulations and is entitled to the benefits of subheading 9805.00.50, Harmonized Tariff Schedule of the United States. The shipment imported consists of nothing but personal and household effects of the named person, which effects are not imported for sale or as an accommodation for others.

(c) Verification of claim for exemption—

(1) By travel orders. The declaration and entry shall be verified by the Customs officer by an inspection of the owner's travel orders. If the district director accepts an inspection of the owner's travel orders as evidence that the effects were brought into the United States within the requirements of subheading 9805.00.50, the owner's travel orders shall be identified on the entry, which shall be handled like a free baggage declaration; and

(2) By other evidence. The declaration and entry may be verified by other evidence which satisfies the district director that the effects were brought into the United States in connection with:

(i) The person's return to the United States upon the termination of assignment to extended duty, as explained in Section 148.74(d);

(ii) The return of members of his family who have resided with him at his post or station upon the termination of his assignment; or

(iii) The evacuation of a person to the United States under Government orders or instructions.

**6 FAM 169 Exhibit 169.3-1**  
**TEXT OF COMPTROLLER GENERAL'S**  
**CIRCULAR LETTER B-150556**

*(TL:GS-59; 10-01-1999)*

COMPTROLLER GENERAL OF THE UNITED STATES  
WASHINGTON, DC

B-150556

June 16, 1967

To the Heads of Departments (other than the Department of Defense and its constituent military departments), Independent Establishments, and Others Concerned:

Subject: Procurement of Ocean Freight Transportation Services

The General Accounting Office has been concerned for some time that many ocean freight shipments made for the account of the United States by Government agencies, other than the Department of Defense, are moving on commercial ocean bills of lading, without the customary controls of the Government bill of lading regarding proof of delivery and other administrative safeguards. Our analysis of the particular conditions involved in the usual shipping arrangements for these agencies indicates that shipments are frequently consigned to a port agent for forwarding or holding for the carriers to obtain accomplished bills of lading in such cases. We have also been advised that other documents for ocean shipments must be prepared by the ocean carriers in any event.

Under these circumstances, we have developed procedures that are mutually satisfactory to the Government and to the United States ocean carriers generally, whereby the particular problems encountered by ocean carriers in endeavoring to obtain delivery receipts can be eliminated while retaining reasonable compliance with statutes designed for the protection of the Government and controlling payments for services rendered on ocean freight shipments.

Effective August 1, 1967, the provisions of 5 GAO 3000, for the procurement of ocean freight transportation services by Departments (other than the Department of Defense and its constituent military departments) and independent establishments, hereinafter called civil agencies, are there modified insofar as they require: (1) the use of *Government Bills of Lading*, SF-1103, for procuring transportation services for the account of the United States Government and (2) the proper accomplishment of these bills-of-lading as a condition of payment.

## Continuation—6 FAM 169 Exhibit 169.3-1

Civil agencies will procure and pay for such services in accordance with the following procedures:

1. (a) Ocean shipments made by civil agencies for the account of the U.S. Government may, at the option of the agency, move: (1) on standard Government bill-of-lading forms: or (2) on commercial bill-of-lading forms overprinted or stamped with the provision, "This shipment is made under all terms and conditions of the Standard Form *Government Bill of Lading* and is subject to the terms and procedures set forth in Comptroller General of the United States Circular letter B-150556 dated June 16, 1967."

(b) Execution of the Consignee's Certificate of Delivery on the Government bill-of-lading form will not be required on ocean freight shipments by or for the account of civil agencies. The provisions of 5 GAO 3035.10 are therefore modified to provide that the original Government bill of lading, when used for ocean freight shipments by civil agencies, will be surrendered to the ocean carrier's agent for retention and billing.

2. The ocean carrier's billings will not submit their bills for payment for the involved ocean transportation until the vessel has arrived at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin port, whichever is earlier, such governing date to be shown on the carrier's billing.

3. The ocean carrier's billings will be presented on Standard Form 1113, *Public Voucher for Transportation Charges*, and the carriers will indicate on the face thereof the date the shipment arrived at destination port or the loading date. The date shown should be identified as (1) the date of arrival at destination or (2) the loading date.

4. The ocean carriers will comply with any reasonable numbering system which may be established by each involved agency for payment and accounting control.

The ocean carriers are no longer required to support their billing with a consignee's certificate of delivery. Shipments made under these procedures are subject to the terms and conditions of the Standard Form *Government Bill of Lading*, including Condition 1 thereof, wherein entitlement to payment is predicated on proof of delivery at destination. Therefore, payments made under these procedures are subject to adjustment, if otherwise proper, when the cargo is lost, damaged or not delivered to the destination specified in the bill-of-lading contracts.



**Continuation—6 FAM 169 Exhibit 169.3-1**

The Government does not waive the right of preaudit of charges where such action is determined to be necessary to protect the interests of the Government.

Civil agencies using the facilities of despatch agents, commercial forwarders, or carriers for the preparation of ocean shipping documentation shall establish procedures to assure that the terms and conditions of the standard *Government Bill-of-Lading* form will be incorporated by reference on the commercial bill-of-lading form. Each agency affected shall establish procedures to assure that billings are not paid prior to arrival of the vessel at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin whichever is earlier. Also, in view of the requirements imposed herein upon ocean carriers as to time of presentation of their billings, the agencies should process billings presented in compliance therewith as expeditiously as possible.

Under the express provisions of 31 U.S.C. 82g, disbursing and certifying officers are relieved of responsibility and liability for overpayments or overcharges for transportation furnished on Government bills of lading when due to the use of improper rates or classification. Inasmuch as the terms and conditions of the Government bill of lading are incorporated by reference on the commercial documentation used under these procedures, the relief afforded such officers under 31 U.S.C. 82g shall be afforded such officers as to payments for shipments moving in accordance with these procedures. Additionally, as to shipments hereunder, the certifying and disbursing officers are relieved of the present requirement that the consignee's certificate of delivery must be obtained before payment is made for ocean freight shipments.

The administrative agencies shall continue to be responsible for making diligent effort to collect all agency claims arising under these procedures and for reporting uncollected debts to the Transportation Division, U.S. General Accounting Office, as provided in 5 GAO 5040.25.

Comptroller General  
of the United States